



**Student Handbook
1990-1991**



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ADMINISTRATIVE DIRECTORY

Office of the President

<u>Name</u>	<u>Office</u>	<u>Phone Ext.</u>
William F. O'Neil		
President	T11th Floor	200
Susan Lane		
Assistant to the President, Director/Affirmative Action	T11th Floor	200
Diane Hayes		
Staff Assistant, President's Office	T11th Floor	202
Jeanne Regan		
Director of Personnel	T808	301
Deborah Keyes		
Assistant Director, Personnel	T808	396
Linda Sevey		
Director, Pro-Arts Consortium	T11th Floor	259
Stephen Farrell		
Director, Alumni Affairs & Development	T11th Floor	260
Mary Gagliano		
Assistant Director, Alumni Affairs & Development	T11th Floor	233

Office of Academic Affairs

<u>Name</u>	<u>Office</u>	<u>Phone Ext.</u>
Betty Buchsbaum		
Senior Vice President		
Academic Affairs	T523	225
Elizabeth Mackie		
Staff Assistant	T523	362
Roy H. Brown		
Dean, Undergraduate Studies	T523	313
Patricia Doran		
Dean, Graduate and Continuing Education	T200	337
Kay Ransdell		
Associate Dean, Admissions And Retention	T635	379
Jonathan Silverman		
Director, Academic Advising and Off-Campus Programs	T541	447
Hubert Hohn		
Director, Computer Arts Learning Center	T817	357

Administrative Directory (continued)

Virginia Ilfield		
Coordinator, Graduate Studies And Continuing Education	T200	340
Jeffrey Keogh		
Director, Exhibitions	A100	504
George Morgan		
Director, Library	T1201	266
Paul Dobbs		
Director of Special Projects/ Archives and Records Management	T1200	264
Robert Hilpert		
Assistant Director/Audio Visual	T735A	356
Michelle Riendeau		
Registrar	T638	336
Michelle Furst		
Coordinator, Visiting Artists Program	T538	504

<u>Departmental Technicians</u>	<u>Dept.</u>	<u>Phone Ext.</u>
Kelly Burke	Ceramics	507
Bruce Bowen	SIM	503
Michael Couch	Sculpture	211
Bernie D'Onofrio	Glass	210
Steve Haszonics	Glass	210
Alvin Ouellet	Printmaking	225
Ellen Gibson	Woodshop	400
Steve Turlentes	Photo	506
Tricia Losornio	Film	214
Joe Briganti	Video	218
Dianne Roman	CALC	31

Office of Administration and Finance

<u>Name</u>	<u>Office</u>	<u>Phone Ext.</u>
Mary Spolidaro		
Vice President, Administration and Finance	T806	296
Don Arpino		
Director, Fiscal Affairs	T806	307
Richard Aronowitz		
Director, Purchasing	T806	353
Akhil Garland		
Director, Computer Services	T806	351
Kenneth Berryhill		
Director, Financial Aid	T806	300

Administrative Directory (continued)

Joseph Masiello		
Director, Public Safety and Auxiliary Services	A1F1	304
TBA		
Chief of Security	Gym	501
Richard McDermott		
Director, Facilities	A1F1	304
James Williams		
Director, Public Space	A1F1	355

Office of Student Affairs

<u>Name</u>	<u>Office</u>	<u>Phone Ext.</u>
Paul McCaffrey		
Vice President, Student Affairs	K200	373
Gail Hinand		
Director, Counseling	K200	383
Margaret Johnson		
Director, Career Resources	K200	383
Deborah Marinick		
Resident Director, Smith Hall	Smith Hall	421
Deborah McCarthy		
Coordinator, Student Center	K200	511
Brenda Sullivan, RNC, FNP		
Director, Student Health Services	K200	382
Elizabeth Thornton		
Director, Student Activities	K200	369

GREETINGS

Welcome to MassArt!

You have joined a community that is not only unique among all public colleges and universities in the Country, but also one that consists of a caring, interdependent group of people that are dedicated to the development of the visual arts.

A large part of what makes MassArt special is our talented student body. Their enthusiasm serves as a beacon for the staff, a source from which we all derive energy that contributes to the vitality of the College.

The College curriculum is developed in such a way that incoming students have an opportunity to explore, to choose activities that are of interest to them, or they may suggest new activities through the College governance systems.

Take advantage of your time here and you will understand and be a part of our thriving artistic tradition.

William F. O'Neil
President

GREETINGS

Welcome to MassArt!

Studying at the College of Art challenges all of your senses in the pursuit of creating art. Whatever your field of study, your efforts will not only affect our community, but the world at large.

Take advantage of all that the College has to offer. Your involvement on Campus can make our community a more vital and exciting center of creativity.

**Paul V. McCaffrey
Vice President
Student Affairs**

GREETINGS

Welcome to MassArt!

I am sure that everybody had different expectations for the upcoming year. As a freshman or transfer student, you are now part of a unique establishment. A College that is well known for its student's individuality and creativity.

At the beginning of a college career, students often underestimate their potential. You are here to make mistakes, learn from them, experiment and develop your own thoughts about art.

What is art? Most people have a preconceived idea about it, of what is good and what is not. You are the artist and MassArt is your canvas. This piece of work is only going to be finished upon your commencement, and the final picture is determined by how you approach the next few years. Most important, you shall discover what major will satisfy your creativity.

In your college life, you need to defend your best interests. A student's effort to get involved should go beyond the classroom. There are many ways to get involved in student activities, from being a representative for your department to being a part of a College committee.

I understand that sometimes it is hard to make time for activities due to other responsibilities. I know it may sound like a cliché, but your involvement can make a difference. I would like to invite you to take part in Student Government Association weekly meetings to see how you can get involved.

I congratulate you on your choice of school, and wish you good luck. There shall be some hard times, but you should always be positive and never give up. Hopefully, I will get to meet all of you. Please do not hesitate to look me up if there is anything I can do for you. Together, I hope we can make this year a good one.

Thank You,

Luis Nicolau Carlos Isoldi de Ramos
(Nick Ramos)

MASSACHUSETTS COLLEGE OF ART ACADEMIC CALENDAR

1990-1991

FALL SEMESTER

July 20, Fri	90/FA Tuition Bills Mailed. Day School
Aug 17, Fri	90/FA Tuition Bills Due. Day School
Aug 29-30, Wed-Thurs	Cross Registration into MassArt.
Sept 3, Mon	Smith Hall check-in for students attending Orientation. Check-In: 12noon-7pm.
Sept 4-5, Tues-Wed	Orientation (Day Program).
Sept 5, Wed	Faculty Meeting
Sept 6, Thurs	<u>Day Program Classes Start.</u>
Sept 19, Wed	Add/Drop Deadline- Day School Add/Drop Deadline - Continuing Education
Oct 8, Mon	<u>Columbus Day (College Closed).</u>
Oct 16, Tues	Faculty Day (No Day Program Classes).
Oct 25, Thurs	90/SP Registration Packets Issued (All Programs).
Oct 26, Fri	Mid-Semester
Nov 7, Wed	Grades Due for 90/SP Incompletes.
Nov 8, Thurs	Mid-Semester Warnings Issued.
Nov 12, Mon	<u>Veteran's Day - College Closed</u>
Nov 14, Wed	Registration (No Day Program Classes).
Nov 15-16, Thurs-Fri	Registration - Graduate Programs
Nov 21, Wed	*Smith Hall closes: 7pm.
Nov 22-23, Thurs-Fri	Thanksgiving Recess (Thursday-College Closed, Friday-No Classes).
Nov 25, Sun	Smith Hall opens: 2pm.
Nov 26, Mon	24-Hour Access Begins.
Nov 29	91/SP Tuition Bills Mailed.
Dec 3-7, Mon-Fri	Holiday Sale
Dec 12, Wed	Classes End - Day Program
Dec 13-18, Thu-Tues	Review Boards & Reading Week.
Dec 18, Tues	24 Hour Access Ends
Dec 19-21, Wed-Fri	Final Exams
Dec 21, Fri	Classes End - Continuing Education
Dec 21, Fri	*Smith Hall closed: 7pm.
Dec 18-22	Holiday Break.
Dec 22- Jan 14	Intersession - Day School
Dec 22 - Jan 22	Intersession - Continuing Education
Dec 31, Mon	91/SP Tuition Bills Due.
Jan 2, Wed	90/FA Grades Due.
Jan 7, Mon	Grades Mailed

INTERSESSION: DEC 22 - JAN 13.....

SPRING SEMESTER

Jan 13, Sun	Smith Hall Opens : 2pm
Jan 14, Mon	Classes Start - Day School
Jan 21, Mon	<u>Martin Luther King Day (College Closed).</u>
Jan 22, Tues	Continuing Education Classes Start.
Jan 28, Mon	Add/Drop Deadline - Day School
Feb 8, Fri	Add/Drop Deadline - Continuing Education
Feb 18, Mon	<u>President's Day (College Closed).</u>
Feb 28, Thurs	Faculty Day - No Day School Classes
Mar 12, Tues	Declaration of Major Due - All Freshmen
Mar 15, Fri	Mid-Semester
Mar 15, Fri	*Smith Hall closes:7pm.
Mar 18-22 Mon-Fri	Spring Break
Mar 22, Fri	Mid Semester Warnings Issued
Mar 24, Sun	Smith Hall opens: 2pm.
Apr 3, Wed	Registration Packets Issued
Apr 5, Fri	Grades Due for 90/FA Incompletes.
April 15, Mon	Patriot's Day (College Closed).
April 16, Tues	24-Hour Access Starts
April 23, Tues	Registration - Day School - No Day School Classes
Apr 24, Wed	Registration for Graduate Programs
May 13, Mon	Senior Design Reviews
May 14	Classes End - All Programs
May 14-17, Tues-Fri	Review Boards
May 20-22, Mon-Wed	Final Exams.
May 22, Wed	Honors Convocation
May 23, Thurs	Commencement
May 25	Smith Hall closes: 12noon.
May 28	Memorial Day (College Closed).
May 30, Thurs	91/SP Grades Due.
June 7, Fri	Diplomas Issued.

*Students who need to remain in Smith Hall over vacation periods must make arrangements in advance with the Resident Director and pay all applicable charges. Students are encouraged to leave campus during vacation periods if possible.

OFFICE OF THE PRESIDENT

BOARD OF TRUSTEES

The Massachusetts College of Art is a single-entity, publicly supported, four-year college. The President is responsible for the College's overall administration. MassArt's current governance system consists at the state level of the Massachusetts Board of Regents of Higher Education (11 members) and at the Institutional level, the Massachusetts Board of Trustees (11 members). The members of the Regents and the Trustees are appointed by the Governor for staggered five-year terms. The Regents and the Board of Trustees also have a student member, elected by students, who serves for a one year term.

The Board of Regents are responsible for the administration of public higher education including establishing academic, financial and planning policies and procedures. The MassArt Board of Trustees is responsible for personnel decisions, including the selection and evaluation of the president. The Board of Trustees is also responsible for the development and support of specific institutional programs and policies in accordance with Board of Regents mandates.

AFFIRMATIVE ACTION/NON-DISCRIMINATION POLICY

The Massachusetts College of Art together with its sister state colleges have carefully developed and outlined the major elements of an effective Affirmative Action/Equal Opportunity Plan with the understanding that a successful plan requires more than a knowledge of laws, regulations and current government requirements.

It demands vision to fully comprehend what challenges we face in preparing students for the twenty-first century. MassArt together with other Massachusetts State Colleges wish to take a role of leadership in providing an environment where equity and diversity are truly valued beyond verbal commitments and mere tolerance. This leadership role requires that we all share responsibility for making constructive campus-wide changes, that we turn our collective energies into making affirmative action and equal opportunity an integral part of campus life, that we continue to fulfill our mission in developing the talents and potential of all members of our college community and our society.

MassArt does not discriminate in admission, access for treatment in programs and activities, or employment policies or practices on the basis of race, religion, color, sex, sexual orientation, age, disability, veteran status, marital status and national origin. Accordingly, MassArt complies with the requirements of Federal Executive Orders 11246 and 11375 as amended; the Civil Rights Act of 1964 as amended; Title IX of the Higher Education Amendments of 1972 as amended; Sections 503 and 504 of the Rehabilitation Act of 1974; the Civil Rights Restoration Act of 1988 and pertinent Laws, Regulations and Executive Orders; directives of the Board of Regents of Higher Education, the Board of Trustees, the Commonwealth of Massachusetts, and other applicable local, state and federal statutes.

Inquiries regarding compliance with Section 504 should be made to the Vice President of Student Affairs. Inquiries regarding compliance with applicable Affirmative Action laws and regulations should be directed to the Director for

Affirmative Action and Multicultural Affairs or to Director, U.S. Department of Education, Office of Civil Rights, Region I, Boston, MA 02109.

COMPLAINT PROCEDURE

MassArt has established Internal procedures to help resolve discrimination problems on the campus. The College's Complaint Procedure will serve as a system of review and resolution for both Informal and Formal complaints of discrimination.

MassArt recognizes the right of all complainants to file charges of discrimination with the appropriate federal or state agency with or without first pursuing a resolution of the complaint through the College's complaint mechanism.

It is the Intent of the Administration of the College to actively respond to all complaints with the hope that it can adequately resolve its own problems. Further information or advice may be obtained by contacting the Director of Affirmative Action, extension 201.

I. Discrimination Complaint Procedure for Employees and Students

The following complaint procedure may be utilized by any MassArt student or employee who believes that s/he has been discriminated against on one of the bases of race, religion, color, sex, sexual orientation, age, disability, veteran status, marital status or national origin. The Individual may :

- File an Informal Complaint either permitting or not permitting the use of his or her name in efforts to resolve the matter.
- File a Formal Complaint (you do not need to file an Informal complaint first)
- Proceed from an Informal Complaint to a Formal Complaint.
- If provided for by law, file a charge directly with the local, state, or federal agency having jurisdiction.

II. Definitions

A Formal Complaint is a written allegation by a student or an employee that he/she has been discriminated against on the basis of sex, race, or a disability.

III. Statement of Complaint Form

All Formal Complaints shall be written on a Statement of Complaint Form which will be available to complainants through the offices of Area Heads and the Director of Affirmative Action.

IV. Informal Complaint

Prior to the Formal filing of a complaint, an individual may seek the advice and counsel of Massart's Director of Affirmative Action in an Informal meeting in order to determine the nature of any claim of discriminatory practices and to facilitate an expeditious resolution of the

complaint. Whenever possible the claim should be brought to the appropriate Vice President or Director of Affirmative Action within 30 days of the occurrence. The Director of Affirmative Action may not involve other individuals in an investigation of the complaint without the complainant's consent. The Informal Procedures shall normally be completed within 15 working days, although extensions are possible if need is determined.

V. Procedures for filing a Formal Complaint

There are three steps involved:

Step I - File Discrimination Complaint Form with the Director of Affirmative Action, complete with supporting documents.

- complaint should be filed within 40 working days of the occurs; although this timeline may be extended.
- Director of Affirmative Action has 15 working days to review complaint, attempt to mediate the complaint
- if an agreement is reached, the Director will notify the parties, the appropriate Vice President and the President.
- if no settlement is reached, the Director will provide a Statement of Findings and Recommendations to the parties, the Vice President and the President.
- following receipt of the Statement of Findings the parties have 10 days to notify the director in writing if either party wishes to appeal the finding.

Step II - The appropriate Vice President is responsible for hearing Step I Appeals.

- Vice President or designee shall review complaint within 15 working days of receipt of the appeal, undertake further investigation, and provide an opportunity for an hearing. A hearing must be requested by the party within 10 days of the Vice President's offer.
- Deadlines may be extended if the Vice President determines a need.
- Upon receipt of the Vice President's Statement of Findings and Proposed Remedy, either party may take exception and appeal to Step III within 10 working days of receipt of the Statement.

Step III - Unless the President is personally charged, or disqualifies himself, the President shall be the sole Step III Appeal Officer.

- The President shall consider the complaint within 10 working days.
- The President may extend the timetable if need is determined.
- The President will issue a Notice of Final Resolution to the parties, Vice President and Director of Affirmative Action. The President's decision is binding, yet the complainant has the right to file charges with appropriate local, state and federal agencies.

In the event that a complaint has not been resolved within 45 days following its filing at any step, either party may elect to have the matter

considered at the next step.

VI. Waiver

Failure of the complainant to comply with any provision of the aforesaid complaint shall be deemed to be a waiver of the complaint. Failure of either the Appropriate Vice President to comply with the time limits set forth in the procedure shall cause the complainant to be automatically appealed to the next level in the complaint procedure. The time limits specified in the complaint procedure may, however, be extended in any specific instance by mutual written agreement of the parties.

VII. Retaliatory Action

Massachusetts College of Art assures that no retaliatory action shall be taken against those persons who file complaints of discrimination.

SEXUAL HARASSMENT POLICY

In accordance with MassArt's Affirmative Action and Equal Opportunity policy and in conformance with the Equal Employment Opportunity Commission and related state and federal laws, it is against the policy of MassArt for any member of the College community, male or female, to sexually harass another employee or student. The College is committed to providing a working, living, and learning environment that is free from all forms of abusive, harassing or coercive conduct. This policy seeks to protect the rights of all members of the College community to be treated with respect and dignity. Sexual harassment is considered an illegal activity, if it exists in the workplace. The College has an obligation to see that no member of the College community, including faculty, staff and students engage in unlawful sexual harassment.

Sexual harassment can be defined as deliberate or repeated unsolicited verbal or nonverbal comments, questions, representations or physical contacts of an intimate sexual nature which are unwelcome to the recipient. Sexual harassment can also take the form of making or threatening to make decisions affecting an employee's job, or a student's status on the basis of an acceptance or refusal of a request for sexual intimacy.

For information on specific complaint procedures see Section on Complaint Procedures in this Handbook. For general information, contact the Director of Affirmative Action.

POLICY AGAINST RACISM

The Massachusetts College of Art, in accordance with the Massachusetts Board of Regents of Higher Education prohibits all forms of racism. The Regents' policy prohibits racism, anti-Semitism and ethnic or cultural intolerance. The policy proscribes all conditions and all actions or omissions including all acts of verbal harassment or abuse, which deny or have the effect of denying to anyone her/his rights to equality, dignity and security on the basis of her/his race, color, ethnicity, culture or religion. The policy reaffirms the doctrine of civility, appreciation for cultural/racial

pluralism and the preeminence of individual human dignity as preconditions to the achievement of an academic community which recognizes and utilizes the resources of all persons.

MassArt will vigorously strive to achieve diversity in race, ethnicity and culture sufficiently reflective of our society. MassArt bears a responsibility by edict and an obligation by social morality to eradicate racism, ethnic and cultural offenses and religious intolerance, and will strive to promote an atmosphere of acceptance with dignity for all individuals and groups within our system of public higher education. MassArt commits itself to establishing and maintaining a system of learning which genuinely appreciates the social and academic value of a pluralistic educational community and fervently combats all vestiges and expressions of racial, ethnic, cultural or religious offensiveness and hostility.

Any member of the College Community who believes that s/he has been a victim of such discrimination may initiate the Informal or Formal Complaint procedures as outlined in the Discrimination Complaint Procedures described in this Handbook. Further information or advice may be obtained by contacting the Director of Affirmative Action.

POLICY ON AFFIRMATIVE ACTION AND NON-DISCRIMINATION FOR DISABLED PERSONS

MassArt recognizes the multitude of barriers which confront disabled persons in access to both employment and education. Consistent with state and federal statutes which affirm and protect the equal opportunity rights of otherwise qualified disabled persons, MassArt together with the Massachusetts State Colleges adopt a policy of affirmative action with regard to ensuring non-discrimination and equal opportunity for otherwise qualified disabled persons. In all matters of employment and education such persons will receive full and fair treatment.

Any reasonable accommodation provided by Massart will be provided to the extent that no undue hardships on the major operations of the College are imposed.

Any member of the College community who believes that s/he has been a victim of discrimination because of disability may initiate the Informal or Formal complaint procedures as outlined in the Discrimination Complaint Procedures described in this Handbook. Further information or advice may be obtained by contacting the College Director of Affirmative Action or the 504 Coordinator located in the Office of Student Affairs, Kennedy Building, Room 203.

POLICY ON AIDS

Increasing public awareness and concern over Acquired Immune Deficiency Syndrome (AIDS) and a commitment to fair, equitable, compassionate and dignified treatment of all members of the various college communities have prompted MassArt to agree to the necessity of individual institutional policies with respect to persons infected with AIDS or AIDS-related conditions, as a part of the MassArt Affirmative Action/Equal Opportunity Plan. The Guidelines approved by MassArt are printed below.

Guidelines For Public Institutions In Massachusetts **Acquired Immune Deficiency Syndrome (AIDS)**

It has been determined that Acquired Immune Deficiency Syndrome (AIDS) or AIDS-related Complex (ARC) potentially present a serious public health issue and, therefore, have widespread and significant importance for the administration of public institutions in Massachusetts. The Board of Regents, therefore, has adopted guidelines or basic principles which should assist institutions in determining appropriate campus responses to this issue. Institutions are encouraged to adopt and adapt these guide lines before they are confronted with specific cases to ensure that necessary decisions can be made in a timely manner and on as objective a basis as possible.

INTRODUCTION:

As far as is currently known, epidemiologic studies show that AIDS is transmitted via sexual contact or blood-to-blood contact. To date, there is no evidence of recorded transmission of AIDS through casual contact by living in the same household, working side-by-side, or associating socially with an individual with AIDS, ARC or positive HTLV-III antibody test. Therefore, current medical evidence indicates that no actual safety risks are created in a normal academic or employment setting. This conclusion should be central to the decision-making and information dissemination processes on campus.

In making decisions, institutions must balance carefully the rights of individuals to privacy and fair treatment with the responsibilities of institutions to provide for all an environment free of undue health risks. This responsibility to weigh competing interests strongly suggests that decisions relating to individuals with AIDS/ARC should be handled on a case-by-case basis in consultation with experts.

The legal foundation for most AIDS issues relating to students and employees is already established. Students or employees with AIDS have the same legal expectations as those who are healthy. Two statutes of particular relevancy are sections 503-504 of the Rehabilitation Act 1973 delineating the rights of handicapped individuals, and the Buckley Amendment protecting the confidentiality of student records. Institutions should be familiar with current and developing case law in the field to ensure that procedures and policies conform to acceptable standards.

INSTITUTIONAL RESPONSIBILITIES

1. Since this disease is transmitted primarily through private acts and personal decisions, institutions cannot regulate the means of its control. However, they do have an opportunity and responsibility to educate their members as to the nature and consequences of the disease. Institutions, therefore, should institute and repeat regularly educational programs for students and staff. This educational effort should incorporate the most up-to-date information available.
2. To ensure that institutions maintain a comprehensive approach to AIDS issues, it is recommended that responsibility be assigned to a knowledgeable group of high level people, or at a minimum, a specifically designated individual in charge of the program.

3. Confidentiality of student and employee records should be maintained rigorously, consistent with the "need to know" principle for decision-making.
4. Since time is the enemy of an AIDS victim, institutions should make every effort to provide immediate assistance or response to issues raised.
5. To protect the rights of confidentiality of individuals, the number of persons in the institution who are aware of the existence/identity of students and employees who have AIDS, ARC or a positive HTLV-III antibody test should be kept to an absolute minimum.
6. In developing institutional programs, great care should be exercised to avoid providing or creating opportunities for inadvertent discrimination against AIDS, ARC or positive HTLV-III test victims.

STUDENTS

7. Admission to an institution should not be denied on the basis of a medical history of AIDS, ARC or a positive HTLV-III antibody test, nor should institutions attempt to screen newly admitted or current students for the antibody.
8. If institutions offer testing for the HTLV-III antibody, it should be done only where it can be administered anonymously, where positive results can be confirmed by specific tests, and where pre- and post- counseling is available.
9. No specific or detailed information concerning medical records or diagnosis should be provided to faculty, administrators, parents, or other interested parties without the express written permission of the student in each case, except in a life-threatening situation.
10. Institutional health policy should encourage regular medical follow-up for those who have AIDS, ARC or a positive HTLV-III antibody test. Special precautions to protect the health of immunologically compromised individuals should be considered during periods when contagious diseases such as chicken pox, influenza, and measles are prevalent.
11. Institutions should adopt and follow safety guidelines proposed by the Public Health Service, the Center for Disease Control, or the American College Health Association for the handling of blood and body fluids of persons with AIDS, ARC or positive HTLV-III antibody tests. These guidelines refer not only to health services, but also to teaching laboratories where blood or body fluids are used for analysis, athletic facilities, etc.
12. In academic programs in which it is necessary for students to handle blood or body fluids of AIDS victims as part of their clinical experience, institutions should establish procedures for students who seek exemptions from course requirements where such assignments without adequate safeguards might institute a demonstrable health risk. Any such procedure should be announced in the appropriate channels in advance of assignment to a clinical experience involving AIDS victims.

13. Within the guarantees of confidentiality, students with AIDS, ARC or a positive HTLV-III antibody test, should be encouraged to inform the institution of their condition to enable staff members to provide support services as appropriate.
14. There are no medical reasons currently known to discriminate against persons having AIDS, ARC or positive HTLV-III antibody tests by denying access to normal classroom, social, or residence life experiences.

EMPLOYEES

15. The same principles of confidentiality and fair consideration accorded to students should be practiced with all employees.
16. In cases where an employee is known to be an AIDS, ARC or positive HTLV-III antibody victim, institutions should respond to their needs in a reasonable and supportive manner based on their individual medical condition. On a case-by-case basis, in consultation with the individual's physician, institutions should determine to what, if any, extent the individual should be provided reasonable alternatives in the workplace.
17. If an employee refuses to work with a person with AIDS, ARC or positive HTLV-III antibody tests, they first should be assisted with medical counseling to allay their fears. If the problem is not resolved, they should apply for transfer to another position. Refusal to work with a person with AIDS, ARC or positive HTLV-III antibody tests does not excuse employees from fulfilling their assigned responsibilities.

NEWSLETTER

The MassArt Newsletter aims to provide a communications/informational vehicle for the entire College community: students, faculty, alumni, and administration alike. The Newsletter publishes awards, appointments, events, exhibits, and short communications, as well as a weekly calendar of events and meetings relevant to MassArt.

During the academic year from September-May, weekly issues are available on Monday afternoons and can be picked up at: the security desks in the Tower and Longwood buildings, the Student Center, and in the Student Affairs Office (2nd Floor, Kennedy Building).

Information for publication in the Newsletter should be sent to the Student Affairs Office (2nd Floor, Kennedy Building), the Mailroom (8th Floor, Tower Building), or the Newsletter Office (11th Floor, Tower Building). The deadline is Monday at 5pm for distribution the following Monday afternoon. All submissions must include a contact name and phone number.

Access to back issues of the Newsletter can be arranged by contacting The President's Office (11th Floor, Tower Building) at Ext. 200.

OFFICE OF ALUMNI AFFAIRS AND DEVELOPMENT

The Office of Alumni Affairs and Development serves the dual, yet complimentary, function of providing support to both the College's Alumni Association and the Foundation.

The Alumni Association exists to provide professional support to the College in a variety of forms. Each person who completes one year or more of study in a degree-granting program is, upon leaving MassArt, a member of the Alumni Association. The Association is governed by an elected, 16-member Board of Directors which organizes activities that help to keep alumni/ae informed of the College's goals and programs so that the alumni/ae can assist in promoting the College as an educational institution, in raising funds to support specific programs and in helping students to move toward their career objectives. The Association also serves as networking system for alumni/ae to be able to keep up-to-date on each other's work.

The Foundation is a non-profit, tax-exempt organization with a 20-member Board of Directors whose membership includes College administrators, faculty, alumni/ae and corporate representatives. The Foundation is charged by the College Board of Trustees with the responsibility of leading all College efforts to raise funds for all non-state-funded programs that are initiated by students, faculty, administrators and/or alumni/ae.

As part of its development work, this office chairs the Development Committee which has review and oversight responsibilities for all approved, College-related grant requests regardless of whether the grants are to be administered by the Foundation, the College or individuals.

For more information regarding either the Alumni Association or the Foundation, contact Stephen C. Farrell (Ext. 260).

ACADEMIC AFFAIRS

ACADEMIC PROGRESS

Mid-Semester Warning

If a student is in danger of not passing a course at mid-semester, he/she receives a mid-semester warning.

Incompletes

A final grade of Incomplete (INC) is given only in exceptional circumstances. Incompletes must be made up by the 8th week of the following semester.

Academic Notice

Students who complete less than 2/3 of credits attempted in a semester will be placed on Academic Notice and will be advised of this status in a letter from the Director of Academic Advising and Off Campus Programs. Only courses receiving a passing grade are considered completed. Grades of Incomplete, No Credit, and F (Failure) designate courses which are not completed.

Academic Notice status is removed when a student successfully completes 2/3 of the credits attempted the following semester. A second Academic Notice will result in a student being placed on Academic Probation.

Academic Probation

Students who receive two consecutive semesters of Academic Notice will be placed on Academic Probation, and advised of this status in a letter from the Dean of Undergraduate Studies. These students must meet with the Undergraduate Dean before registration to discuss the process required to remove probationary status. All students who are on Academic Probation must pass 2/3 of the credits attempted in the following semester.

Academic Dismissal

If a student on Academic Probation fails to successfully complete 2/3 of the credits attempted in the next semester, then the student will be subject to academic dismissal. The Dean of Undergraduate Studies will meet with the student to discuss such dismissal. Students who wish to appeal that dismissal can do so through the Dean of Undergraduate Studies within six weeks from the date of dismissal. A student who has been dismissed for academic reasons from the College, may appeal the decision by presenting his/her objections in writing to the Dean of Undergraduate Studies for review by the Vice President of Academic Affairs.

ADVISING

Faculty Advising

Upon registration at the college, Freshmen and Transfer students are assigned a faculty advisor. In the freshman year, after selecting a major, students are assigned an advisor from their chosen department. Students should make appointments during the advisor's scheduled office hours.

The Advising Center

The Advising Center serves as the hub of the Massachusetts College of Art

Advising system. Supplementing faculty advising for each student, the Advising Center helps students understand curriculum requirements and specific academic procedures.

The Director of Academic Advising will counsel students who have individual academic difficulties and/or concerns. Examples of these are: switching major concentrations; participating in Exchange/Mobility programs; unsatisfactory academic performance; permanently withdrawing from the College; inquiring about study abroad programs; preparing for graduate school. Often, the Director of Academic Advising will refer students to appropriate faculty members, department chairpersons, or members of the administrative or professional staff. It is also the responsibility of the Advising Center to confirm a student's graduation status. The Advising Center is open 5 days a week, 9am to 5pm, and is in Room 541, Tower Building. Students are encouraged to call Ext. 447 for an appointment or drop in at the Center.

Affirmative Action

The Affirmative Action officer is responsible for coordinating all affirmative action matters at the College and implementing the State College Affirmative Action Plan. The Affirmative Action Officer also serves as a resource on all issues relating to affirmative action.

Multi-Cultural Affairs Office

This office, which operates out of the Office of the Dean of Undergraduate Studies, works in conjunction with the MultiCultural Affairs Committee whose members include students, faculty, administrators and Spectrum(a student organization) to develop and coordinate minority and disadvantaged student activities and promotes a multi-cultural approach to programs, activities and services at the College.

ATTENDANCE

During the first week of classes, instructors clearly state their expectations with regard to performance and attendance, and their method of maintaining attendance. They explain their expectations with regard to make-up work and examinations which may be necessary due to the absence of either party.

All students must attend the first day of classes for which they registered to reserve a place. If they cannot attend because of illness or other emergency, they must call the faculty member of the department office before the first class meeting.

Students are expected to attend all classes. Faculty have a right to assign "no credit" to students who attend less than 80% of the classes.

Absence

A student absent from class for more than one day must notify the Registrar who then informs the instructor.

CHANGE OF CONCENTRATION (UNDERGRADUATE)

A maximum of one change of major/concentration shall be permitted in the

student's academic career at the College. Students are required to provide justification for this transfer. Students who wish to change their concentration must complete a **CHANGE OF CONCENTRATION** form (available at the Registrar's Office). This form requires the signatures of the department Chair of the current concentration, the department Chair of the desired concentration, and the Director of Academic Advising; the student then returns the completed form to the Registrar. A change of concentration may require additional time of study. Students are encouraged to visit the Advising Center to discuss how a change of concentration will affect their academic progress.

Students wishing a second change of major/concentration must, in addition to obtaining all the signatures on the form, meet with the Director of Academic Advising, the Faculty advisor, and the Chairperson of the new major department at a conference arranged by the Director of Academic Advising.

CONTINUING EDUCATION

Full-time students may sign up for spaces in Continuing Education courses in the Fall, Spring and Summer. Classes may be canceled if underenrolled. Day school students must pay tuition and lab fee, which varies with each course.

Continuing Education courses meet regardless of day school vacations, professional days, registration days, review boards, or exams. They do not meet on State holidays. There is a \$5.00 charge for any Continuing Education course change, addition or withdrawal.

COURSE CHANGE

A student who is already registered may add or drop courses within the Add/Drop period, usually the first two weeks of each semester, by completing an Add/Drop Form available in Registrar's Office. After the Add/Drop period ends and before mid-semester, a student may withdraw from a course using a Withdrawal Form (available in the Registrar's Office).

Add: A student needs to complete an Add/Drop Form and obtain the signatures of the student's faculty advisor and the instructor of the new course.

Drop: A student needs to complete an Add/Drop Form and obtain the signature of the student's faculty advisor. Students are encouraged to inform the instructor of the course. Failure to officially drop a course will result in a W (Withdrawal) or NC (No Credit) grade on the student's grade report.

Withdrawal: A student needs to complete a Withdrawal Form and obtain the signature of the student's faculty advisor. Students are encouraged to inform the instructor of the course. Failure to officially withdraw from a course will result in a NC (No Credit) grade on the student's grade report.

COURSE LOAD

All students must complete a program of 132 credits to receive a BFA degree. Varying slightly for each area of concentration, these credits are distributed among Freshman studio foundation courses (CORE), major concentrations, Critical Studies (liberal arts), and studio electives.

With the exception of Art Education and Art History, the major concentrations include the following distribution of courses: 18 credits in CORE, 45 credits in Critical Studies, 39 credits in the concentration and 30 credits in electives. (In Design, Art History, and Art Education, electives must be studio courses; in Fine Arts and Media areas, electives can be studio and Critical Studies.)

To graduate in eight semesters (4 years) undergraduate students must pass a normal full-time load of 33 credits per academic year. Full-time students must take at least 12 credits per semester. Permission from the Director of Academic Advising is required for undergraduates to take more than 18 credits in one semester. The maximum load for a graduate student is 15 credits per term.

CREDIT/HOUR RATIO

Critical Studies and Art Education courses use the standard Carnegie unit of measuring credit for a course: 12 to 15 classroom hours equal one semester credit; for example, a 3-credit Critical Studies meets for three hours a week over 15 weeks for a total of 45 classroom hours.

Studio courses have a higher ratio of classroom hours to credit. Studio courses with 3 credits meet for 4 1/2 hours a week for faculty contact time over 15 weeks for 67 1/2 classroom hours.

CURRICULUM

Academic Programs

The College offers the following programs:

Bachelor of Fine Arts (BFA) - an undergraduate degree program of 132 credits which can be pursued on a full or part-time basis.

Master of Fine Arts (MFA) - a graduate two-year degree program of 60 credits which must be pursued full-time.

Master of Science in Art Education (MSAE) - A graduate program of 36 credits which can be pursued on either a full or part-time basis.

Post-Baccalaureate

Teaching Licensing Program - for students with a strong studio art background who want to be licensed to teach art in Massachusetts and 32 other states.

Graphic Design Certificate - a 12-course evening program for students with college level art course work, and a minimum of 60 college credits, that prepares them for careers in Graphic Design.

Professional and Continuing Education Program - an evening program that provides studio and academic courses for students in all the formal programs and for the general public.

CONCENTRATIONS/MAJORS

Majors: The Massachusetts College of Art grants five majors: Design, Fine Arts, Art Education, Art History and Interdisciplinary; and offers twenty concentrations within these major areas. Each concentration is taught by members of a single department. These concentrations are: Art Education (Certificate, Studio or Museum), Art History, Painting, Printmaking, Ceramics, Fibers, Glass, Metals, Sculpture, Filmmaking, Interrelated Media, Photography, Architectural Design, Industrial Design, Fashion Design, Illustration, Graphic Design and Printmaking/Graphic Design.

Dual Concentrations: A dual concentration requires fulfilling the concentration requirements of two concentrations within either one major or two major areas.

Interdisciplinary Major or Concentration: An interdisciplinary major or concentration is a set of required courses adding up to 39 credits established by two departments. At present, there are two disciplinary majors: Printmaking/Graphic Design and Museum Education.

Open Concentration: An open concentration is for the exceptional student with a clear sense of direction within a major. The student must complete one year of concentration, then write a detailed proposal which must be approved by the faculty advisor, the chairperson of the student's current concentration and by the Dean of Undergraduate Studies.

Minors: A minor consists of 18 credits of course work following a prescribed sequence as set up within a department.

Outline of Concentrations/Majors and Corresponding Departments

<u>Major</u>	<u>Concentration</u>	<u>Department</u>	<u>Room/Phone</u>
Art Education	Certification Studio Education Museum Education	Art Education	N279/x411
Critical Studies	Art History	Critical Studies	T533/306
Design	Graphic Design Illustration	Communication Design	T624/x346
	Architectural Design Fashion Design Industrial Design	Environmental Design	T624/x346
Fine Arts	Ceramics Fibers Glass	Fine Arts/3D	L400C/x475

	Metal		
	Sculpture		
	Painting	Fine Arts/2D	C153/x411
	Printmaking		
	Filmmaking	Media &	L400D/x217
	Interrelated	Performing	
	Media	Arts	
Inter-	Printmaking /	Fine Arts 2D/	C153/x411
disciplinary	Graphic Design	Design	T635/x346

Common Features of All Programs of Concentration

Concentrations are similar in their course structure. Usually, a concentration includes the following distribution of courses: 15 credits in CORE, 45 credits in Critical Studies, 39 credits in the concentration, and 33 credits in electives - altogether a total of 132 credits. The academic evaluation form for each concentration describes the exact distribution of CORE, Critical Studies, and studio courses. (In Design and Art Education, electives must be studio courses; in Fine Arts areas, and Art History electives can be studio and Critical Studies.)

DEPARTMENTAL DISMISSAL

All departments have internal standards for academic dismissal from a major/concentration; each department provides a probationary period of at least one semester for students who have fallen below department standards. Departmental policies for dismissal are kept on file in the office of the Dean of Undergraduate Studies, who is responsible for making sure that they are internally consistent and consistent with all-school policy.

Students should be informed of departmental probation by written notice presented to the student during a meeting with appropriate faculty members and the department chair. This meeting should take place by the first week of the semester. The Dean of Undergraduate Studies is notified at that time of the student's having been put on probation, and is provided by the department with all pertinent information.

Students on departmental probation should be notified in person by appropriate faculty and department Chair, either of recommendation for departmental dismissal or lifting of departmental probation. This notice should be given immediately following the student's end-of-semester review. At this point, the recommendation for departmental dismissal is forwarded to the Dean of Undergraduate Studies, who reviews the evidence for dismissal and, in writing, notifies the student of his decision.

Students dismissed from a department have the right to appeal through the office of the Vice President for Academic Affairs. Students who have been dismissed from two departments are subject to Academic Dismissal from the school.

DIRECTED STUDY

Open to seniors, unless there are exceptional circumstances, in which case the Undergraduate Dean's signature is required on the form, Directed Studies give students the opportunity to pursue a clear, specific project in a Critical Studies area. The form, available in the Registrar's Office, will require students to submit a description of the project, a bibliography, and 6 scheduled meeting times with the faculty who will

supervise the project. Again, this 3 credit option in Critical Studies is only for seniors. Students may undertake only 1 directed study per semester, with a limit of 2 toward the degree.

Students who wish to take a Directed Study submit the appropriate form with the Instructor's signature to the Registrar during registration. The Registrar will send all collected forms to the appropriate department Chairs for their signatures. Because of difficulties with scheduling or for other exceptional reasons, a Directed Study project may be set up by a student with an instructor's permission after the add/drop period. Forms that are thereby generated, signed by the instructor and Chair, must then be countersigned by the Undergraduate Dean before the student is allowed to begin the Directed Study program.

DUAL CONCENTRATION/DUAL MAJOR

Students who choose a Dual Concentration complete the requirements of two concentrations within the same major. Example: painting and film (both in Fine Arts); the studio education option and the museum education option (both in Art Education).

Students who choose a Dual Major complete the requirements of two concentrations offered within different majors and departments. Example: painting (Fine Arts) and art history (Critical Studies).

Whether or not it is feasible to combine majors or concentrations depends on the particular area of student interest. Students may need to speak to chairpersons of relevant departments to assess additional time commitment.

ENROLLMENT VERIFICATION REQUESTS

The Registrar's Office can verify enrollment for any student enrolled in the Undergraduate programs of the college. (Enrollment verification for graduate and continuing education students is obtained from the Continuing Education Office.) All enrollment verification requests should include the student's name, former name (if any), ID#, dates to be verified, and the student's signature.

No enrollment can be verified prior to the first day of classes for the semester to be verified. Registration for a semester may be verified immediately following registration.

All enrollment requests are processed within five to ten working days of the date of request. Every effort will be made to process requests more quickly, when needed; however, requests should be made well in advance of when needed.

EXHIBITIONS

The College has many areas which are used as gallery and performance spaces:

Thompson Gallery

B Floor, Longwood Building

11th Floor Gallery

Tower Building

Tower Student Gallery

2nd Floor, Tower Building

<i>A-4 Photography Gallery</i>	A Floor, Longwood Building
<i>Longwood Theater</i>	B Floor, Longwood Building
<i>Space 46</i>	C Floor, Longwood Building
<i>Tower Auditorium</i>	Tower Building
<i>Main Gallery</i>	2nd Floor, Administration Building
<i>Eleventh Floor Gallery</i>	11th Floor, Tower Building
<i>Arnheim Gallery</i>	Administration Building
<i>Huntington Gallery</i>	1st Floor, Administration Building
<i>Smith Hall</i>	1st Floor, Smith Hall
<i>Student Life Gallery</i>	2nd Floor, Kennedy Building

In addition, exhibitions of work by students in CORE, Painting, Printmaking, and Art Education are exhibited in corridor spaces in North and Collins Buildings.

Several exhibitions related to Mass Art are also presented at Alchemie Gallery (286 Congress Street, Boston).

Exhibitions, performances, and openings are announced in the College Newsletter. These can be an important part of your education in the visual arts!

For information about exhibition schedules, contact Jeff Keough, Director of Exhibitions.

EXHIBITIONS POLICY

Assumption

Exhibitions serve as an ongoing resource for the college community. It is the intent of Exhibitions to demonstrate the visual articulation of ideas and values. Exhibitions of a professional art college reflect the diversity of the College itself; subsequently, exhibits will include a wide range of media and themes and, whenever possible, relate to visiting artists and lectures. Artistic freedom and responsibility are essential in conceiving and carrying out the exhibition program.

Exhibitions Committee

The Exhibitions Committee is the College's governance forum which serves as a decision-making body for exhibitions, visiting artists, and the use of Massachusetts College of Art "exhibiting space". The Director of Exhibitions coordinates and oversees all exhibition activities which include: planning, scheduling, installing, jurying, securing safety, and handling grievances.

Exhibitions in Non-Public Spaces

Non-public spaces are defined to be those where participation in this exhibition is

at the viewer's option and controlled access is possible, such as enclosed gallery settings. On campus, such spaces include the Huntington and Main Galleries, the 11th Floor Gallery in the Tower Building, Thompson Gallery, and the Student Life Gallery. The Director of Exhibitions is authorized to approve and implement exhibitions within designated non-public spaces. The following indicates who is responsible for scheduling each gallery:

Huntington Gallery	Exhibitions Committee
Main Gallery	
11th Floor Gallery	
Thompson Gallery	
Smith Hall Gallery	Housing
Student Center Gallery	Student Center
Tower Student Gallery	Student Government Association

The Director will review any doubtful issues of safety and security with the Offices of Academic Affairs, Facilities, and Public Safety.

Exhibitions in Public Spaces

Public areas on campus include all lobby and hallway areas in campus buildings, the Tower Auditorium, the Longwood Theater, the Cafeteria, and all exterior grounds areas adjacent to all buildings, including the Quadrangle at the Huntington Avenue campus. Public areas also include displays in street-facing windows. Plans for college sponsored exhibitions off-campus should be reviewed and scheduled in advance with the Exhibitions Committee.

The Director of Exhibitions and the Director of Public Space are authorized to approve and implement exhibitions within designated public spaces. Forms can be obtained in the Office of Exhibitions, Room 538, Tower Building. These forms need to be filled out by the student and signed by the Director of Exhibitions and by the Director of Public Space. They will review questionable issues of safety and security with the Offices of Academic Affairs, Facilities, and Public Safety (See also Public Space Usage).

Exhibition Safety

The Director of Exhibitions must be assured that exhibiting works are safely secured and that they are not interfering with a fire exit, passageway access, public doorway, or fire safety equipment. Pieces with protruding edges or points must be carefully mounted or in some cases protected by a rope barrier. Works should not be constructed of materials that are health hazards and that are easily flammable.

In all decisions relating to safety of Exhibitions, authority lies with the Director of Exhibitions and/or the Director of Public Safety. Appeals of such decisions can be made to the Academic Vice President.

Legal Liabilities

Every effort will be taken by members of the Security Department to insure that an exhibit is protected. However, no liability is assumed by the College unless agreed to in advance. Individuals considering exhibition of works are urged to contact the

Director of Public Safety before installation for suggested techniques to increase the security of an exhibition.

Artistic Freedom and Grievance

The College encourages artistic experimentation, discovery, and self-expression. Learning and creativity involve taking risks. However, the school will not allow the exhibition of work which endangers the health and safety of any community member or the security of a building.

If an exhibitor has any questions regarding the "artistic freedom limits" of a particular piece, he/she is advised to consult with the Director of Exhibitions prior to the exhibition. For existing pieces in a current exhibition, all questions of artistic freedom must be directed to the Director of Exhibitions.

If necessary, the Director of Exhibitions will consult with the Exhibitions Committee and the artist (in question). If a piece is temporarily removed by the Director of Exhibitions, the artist may follow a grievance through the following procedure:

1. A brief written grievance is presented to the Director of Exhibitions, who will place the grievance on the agenda for the next possible Exhibitions Committee meeting.
2. The Exhibitions Committee members will review the grievance and Exhibition policy at the meeting.
3. Aggrieved party(ies) will be notified of when to appear before the committee to make a short presentation.
4. The Committee's decision will be entered into the minutes, sent to the aggrieved party(ies), and the Vice President of Academic Affairs.

Any questions regarding Exhibitions and/or Exhibitions policy should be addressed to the Director of Exhibitions. The Exhibitions Office is located on the 5th Floor, Tower Building, at Ext.550.

FACULTY ADVISOR

Each student has a faculty advisor who assists in program planning each semester and gives signed approval to course schedules. Advisors can answer questions about course content, sequence, and balance, and help clarify artistic directions and goals. They learn to recognize individual needs of their advisees and use that knowledge to suggest appropriate academic channels. The faculty advisor list is posted in the Tower Building on the 5th floor, in the cafeteria, in the Longwood Building, and in the Kennedy Building.

GRADING SYSTEM

The College has instituted a dual grading system. All Freshman courses are pass/no credit. Beyond the Freshman year, some departments give letter grades; other departments pass/no credit, depending on which system, in the view of the faculty of

each department, best serves their goals. (No D grades are given in the letter grade system. You must receive a grade of C to pass.)

Departments With Letter Grades: A, A-, B+, B-, C+, C, F

Critical Studies
Art Education
Design
Fine Arts 3-D

Departments With Pass/No Credit

Fine Arts 2-D
Media and Performing Arts

H-Honors: It is possible to receive Honors for exceptional work in an individual course in both the pass/no credit and letter grade system. In the letter grade system, H is a designation higher than A.

Letter Grading

A = Superior Work

B = Good Work

C = Adequate Work

F = Failure

Pass/No Credit Grading

P-Pass: The designation signifying successful completion of the course requirements.

INC-Incomplete: A temporary designation indicating that at least 80% of the course requirements have been met and that the remaining course requirements are expected to be completed, and a permanent designation issued by the subsequent mid-semester. In the Freshman enrichment course, a first semester incomplete can mean that the work is unsatisfactory, even though all assignments are completed. The permanent designation for a first semester incomplete in enrichment is the final grade issued at the end of the second semester. The student is responsible for having a Missing Grade/Change of Grade form completed and filed with the Registrar.

W-Withdrawal: Signifies that the student withdrew from the course before the end of the semester. This designation appears on the student's evaluation report at the end of the semester, but is not recorded on his/her permanent transcript.

NC-No Credit: Signifies that the student's work was not acceptable in the course and therefore credit cannot be granted. This designation appears on the student's evaluation report at the end of the semester, but is not recorded on the permanent transcript. If received in a required course, the course must be retaken and passed.

Clarification: Students may request from their instructors written explanations of any of the above designations. In such cases, instructors complete CLARIFICATION OF EVALUATION forms and return them to the Registrar's Office. These forms are maintained in the student's folder, but information from these forms is not entered on the student's permanent transcript. Copies of Clarification forms may be sent with transcripts upon request.

Further Clarification Of Grades

H - Honors: The Department designation reserved for those students who have done exceptionally distinguished work within the framework of the course. A student may not contractually opt for Honors. Faculty members desiring the "H" for a student must make a written nomination to their Department Chairperson, detailing the qualifications of the candidate for the distinction. The procedure for Honors is as follows: the Department Chairman will appoint a three member committee consisting of her/himself, the nominating instructor and one additional instructor within the Department. If the "H" is conferred by the vote of the Department, the nomination form will be forwarded to the Registrar and become part of the student's file. The signature of both the instructor and the Department Chairman must appear on the recommendation.

Requesting Letter Grades on Transcript

A student, matriculated prior to the 1988 Fall semester, can request that all passing (C or above) letter grades assigned according to official grading policy will appear on his/her permanent transcript.

To indicate the choice above, a student completes a form which is then filed with the Registrar's Office as a permanent record.

Change of Grade

An instructor may change any course grade until the following mid-semester.

Incomplete grades, in exceptional cases, may be extended beyond the following mid-semester only at the discretion of the instructor or the department Chair in the absence of the instructor.

Changes of grades other than incompletes will be permitted after mid-semester only with the signatures of the instructor, the department Chair, and the Dean of Undergraduate Studies. In the absence of the instructor, the signature of the Chair and the Dean will suffice.

If the Instructor initiates a change of grade, it shall be the responsibility of the Registrar to notify the student.

A change of grade form must be used for all changes of grades.

HEALTH & SAFETY

For those courses where masks and/or goggles are necessary, students are expected to purchase their own gear.

INDEPENDENT STUDY

Juniors and Seniors who have a specific project which cannot be done within the structure of a course may arrange to work with an instructor on an independent basis. An independent study form, available in the Registrar's Office, including a brief description of the project must be submitted and approved by the instructor, and the department chair. Only one 3-credit independent study may be taken each semester, with no more than 4 such courses counted toward degree requirements.

Students who wish to take an Independent Study submit the appropriate form with the Instructor's signature to the Registrar during registration. The Registrar will send all collected forms to the appropriate department Chairs for their signatures. Because of difficulties with scheduling or for other exceptional reasons, an Independent Study project may be set up by a student with an Instructor's permission after the add/drop period. Forms that are thereby generated, signed by the Instructor and Chair, must then be countersigned by the Undergraduate Dean before the student is allowed to begin the Independent Study program.

LEARNING DISABILITY PROCEDURES

The Massachusetts College of Art recognizes Federal mandate 504 which guarantees educational rights for the learning disabled. Only students who have been professionally diagnosed as having learning disabilities through an established Individual Educational Plan (IEP) from high school or through a professional diagnosis will be eligible for support services (listed below) to complete their courses successfully at the Massachusetts College of Art. Undiagnosed learning disabled students must take the initiative in seeking professional diagnosis. Information on centers for diagnosing learning disability can be found in the Office of Academic Advising. Students are strongly advised to begin diagnostic procedures before courses begin in order to be properly prepared for class.

Students who have been professionally diagnosed and documented for learning disability may then request assistance from the Director of Academic Advising and Off-Campus Programs. The Director will set up meetings with the faculty of the student's courses in order to arrange the proper learning procedures for that student. Students should take the initiative to meet with instructors before or at the beginning of the semester. Learning procedures available to professionally diagnosed learning disabled students may include the following:

- reduced course load
- untimed testing
- oral testing
- taking exams on word processors
- tape-recording lectures*
- note-takers
- readers
- subjective/objective testing adjustment
- deadline flexibility

Appropriate procedures for each such student should be determined with the participation of the instructor and the recommendation from the diagnostic report. In

the event of disagreement between instructor and student, the issue should be referred to the Academic Vice President for resolution.

*Tape-recording of lectures should be conducted according to procedures developed in the Office of Student Affairs. Students and faculty should receive copies of guidelines for the use of tape recorders.

INTERNATIONAL STUDENTS

All students who are not citizens or permanent residents of the United States should complete an International Students' Information form in the Admissions & Retention Office so that we have accurate information on your visa status.

Students on an F-1 student visa who need updates on the I-20 form, permission to work, practical training approval, or any other visa-related information should see Kay Ransdell in the Admissions & Retention Office.

LEAVE OF ABSENCE

A student, not on academic or disciplinary probation, who wishes to be away from the college may take a leave of absence for a semester or a full academic year. A leave of absence form, available in the Registrar's Office, must be approved by the Dean of Undergraduate Studies. Students may not apply for a leave of absence for the current semester after mid-semester, except in cases of hardship as determined by the Dean. Leave of absence shall not be in excess of two semesters during the student's college stay.

Students wishing to return to the College must fill out a RETURN FROM LEAVE OF ABSENCE form no later than 30 days prior to the first day of classes for the semester they wish to return, except in cases of hardship as determined by the Undergraduate Dean; however, it is expected that returning students will attend registration.

LIBRARY

The Morton Godine Library is located on the 12th and 13th floors of the Tower Building. The library houses a collection of approximately 85,000 bound volumes, 500 periodical titles, 100,000 slides, 700 films, 350 videotapes, 1,000 records, microfilm, microfiche, posters, etc. Library hours are from 8:30am - 7:00pm, Monday through Thursday, and 12noon to 5pm on Friday. Summer and vacation hours are posted. The library is closed on holidays.

The Godine Library is in the process of automating services, and is currently on-line worldwide for interlibrary loan. By the Fall 1990 semester, public access to the collection via computer terminals in the library or by dial access from home PC's will be available. In addition to the MassArt collection, the collections of the Museum of Fine Arts, Wentworth Institute, Wheelock, Emerson, New England Conservatory of Music, and the Massachusetts College of Pharmacy and Allied Health Sciences will be displayed.

All library patrons must have a current MassArt ID card. Your card is also required for use of reserve material in the library.

You may renew library materials by phone. The library charges a minimum \$1.00 fine for overdue material, so make sure that you avail yourself of this renewal service.

LIBRARY CONSORTIUM

The college is a member of the Fenway Library Consortium, a group of nearby libraries that have agreed to share resources. Students may use these libraries with the understanding that all transactions are between the student and the consortium library. The Godine Library cannot become involved if a dispute arises. The member libraries of the Fenway Library Consortium are:

Brookline Public Library
Emerson College
Emmanuel College
Hebrew College
Massachusetts College of Art
Massachusetts College of Pharmacy
Museum of Fine Arts Library
New England Conservatory of Music
Simmons College
Suffolk University (College Library)
University of Massachusetts Boston
Wentworth Institute of Technology
Wheelock College

Mass Art students may also borrow from the libraries of the other 28 institutions of higher education in Massachusetts, one of which may be in your home-town area.

Use of Other Libraries

Some libraries of private colleges and universities admit a student from another institution for a specific purpose if a letter from a student's library is presented. Such letters are issued from the Reference Department of the Mass Art Library after a meeting with the student to determine that a valid need exists.

AUDIO VISUAL MEDIA CENTER

The college Media Center is located on the 7th floor of the Tower Building. Services offered include photographing of art work in 35mm or 4x5, from 1/2" to 8'x10', photo-reproduction of single frames from super 8mm or 16mm to 35mm or 4x5 negative positive film or print. Preview stations for audio or video, duplication with copyright waiver, and patch transmission to classrooms of live or prerecorded material can be arranged.

These services and loan of A-V equipment may be scheduled by calling Ext. 356 or at the A-V office, Room 735A. A current MassArt ID card is required for equipment borrowing. Advance scheduling of any service or loan of equipment is required due to heavy demand.

COLLEGE ARCHIVES

The Massachusetts College of Art Archives are located on the 13th floor of the Tower Building. The Archives are the repository of the college's permanent

institutional records and other special collections which relate to the history of the college or people associated with it. All of the archival holdings, which include publications, business records, correspondence, photographs, art, and audio and video recordings, are unique or rare, so none of the materials can be taken out. The Archives are open for reference service Monday through Friday 9am-noon and by appointment. Call 2323-1555, Ext. 264.

NEW ENGLAND REGIONAL STUDENT PROGRAM

Students who are legal residents of any one of the other five New England states may be eligible for consideration under the New England Regional Student Program if enrolled in a program of study not offered in their home state. Qualified students pay reduced tuition rates (for 1989/90: in-state tuition plus 25% of in-state tuition). Regional students must apply each semester for tuition credit allowances. Approved majors under the Regional Student Program for 1989/90:

Connecticut: Design

Maine: Design, Fine Arts 3D, Art Education (Museum Education), Media

New Hampshire: Design

Rhode Island: Design, Fine Arts 3D, Media, Art Education

Vermont: Design, Fine Arts 3D, Art Education (Museum Education)

For more information see the Registrar.

OFF-CAMPUS STUDY

1. CROSS-REGISTRATION

Through consortium agreements with other nearby colleges, students have the opportunity to supplement their curriculum in such areas as the arts, humanities, languages, mathematics, and natural and social sciences. The following are three consortia which permit such exchanges:

a. PRO-ARTS CONSORTIUM (Office at Mass Art, 232-1555, Ext.259, Tower Building, 11th Floor).

Boston Architectural Center

Boston Conservatory of Music

Emerson College

Massachusetts College of Art

School of the Museum of Fine Arts

b. COLLEGE ACADEMIC PROGRAM SHARING (CAPS)

Bridgewater State College

Fitchburg State College

Framingham State College

Massachusetts College of Art

Massachusetts Maritime Academy

North Adams State College

Salem State College

Westfield State College
Worcester State College

c. **PUBLIC COLLEGE EXCHANGE PROGRAM (PCEP)**

Bunker Hill Community College
Massachusetts College of Art
Roxbury Community College
University of Massachusetts/Boston

To enroll in a class at a consortium school students need to obtain a cross-registration form from the Registrar's Office. This form requires the name of the course and the Mass Art requirement it is fulfilling, a faculty advisor's signature, and approval from the Registrar prior to the end of the Add/Drop period. Students would then take the form to the host institution complying with their deadlines and registration procedures.

2. **MOBILITY PROGRAM**

Through the Mobility Program students in their Junior year have the opportunity to study for a semester at another art school. Participating students pay Massachusetts College of Art tuition and fees. The following are members of the East Coast Art School Mobility Program:

Atlanta College of Art
Cooper Union
Maryland Institute College of Art
Massachusetts College of Art
Nova Scotia School of Art and Design
Otis Institute
Parsons
Pratt Institute
Philadelphia College of Art
Rhode Island School of Design
The School of the Museum of Fine Arts
Tyler School of Art

To apply to the East Coast Art School Mobility Program, students need to complete an application (available in the Advising Center); obtain the approval of both their faculty advisor and department chairperson; submit a 1-page proposal explaining their reasons for participating in this program; and meet with the Director of Academic Advising, who is the College's Mobility Coordinator.

3. **FOREIGN STUDY**

Massachusetts College of Art students who request materials and information foreign study and exchange programs should contact the Advising Center. The Director of Academic Advising is able to discuss individually with students what programs are available, the goals of the program and how the curriculum abroad fits within the student's Mass Art curriculum.

4. **SUMMER STUDY OFF-CAMPUS**

Students may wish to take Summer courses off-campus for credit. To

insure that these courses will fit into curriculum requirements, students are encouraged to discuss Summer academic plans with the Director of Academic Advising or the appropriate department chairperson.

READMISSION

Students who are not registered and did not complete a Leave of Absence Form are considered to have withdrawn from the College. These students must reapply through the Admissions Office and meet the same application requirements and conditions as transfer students.

Students dismissed for academic reasons may, after a minimum of one semester, petition the Dean of Undergraduate Studies for readmission.

Students dismissed for disciplinary reasons may, after a minimum of one year, petition the Vice President of Student Affairs for readmission.

REGISTRATION

Students are required to register each semester until all degree requirements are fulfilled. Unless granted an official leave of absence, a student who does not officially register for a semester will be considered to be withdrawn from the College. Students who register for 12 or more credits (by the end of Add/Drop) will be considered full-time. Students who register for less than 12 credits (by the end of Add/Drop) will be considered part-time.

The registration of any student whose bill is not paid by the due date will be revoked. Students are responsible for paying their bill whether or not they receive it. Students whose registrations are revoked will not appear on rosters and will have to complete the late registration process, including payment of a \$25.00 late registration fee.

Late Registration

Any student who does not register during the designated registration will be required to wait until the late registration period. The late registration period coincides with the add/drop period, usually the first two weeks of classes.

Students registering late are required to obtain the signature of the faculty member for each class for which they register. Payment of tuition and fees is due at the time of registration and includes a \$25.00 late registration fee.

REVIEW BOARD EVALUATION

Beginning in the Sophomore year, a student's work is reviewed by a board of faculty and visiting critics. These boards are selected by students and their instructors. Review boards bring objective professional analysis to bear upon a student's evolving body of work. The boards also are important because they bring a fresh point of view to the continuing evaluation of students by their faculty. They are one of the more important elements of education at the College of Art because they enhance the student's understanding of what he or she is creating, and perhaps, more importantly, they offer the experience of having one's work judged publicly.

SCHOLARSHIPS

Scholarships are available for students from all areas of the College. A listing of scholarships is available in the Academic Affairs Office, 5th Floor, Tower Building.

STUDENT RECORDS

According to the Family Education Rights and Privacy Act of 1974 (Buckley Amendment), individual students have the right to review all official records, files and data related to them, and the right to challenge the accuracy of the contents of such records. Further, the Act prohibits colleges and universities from releasing personally identifiable information about students without their consent. For more information see the two notices published below.

Institutional Policy of Massachusetts College of Art Concerning the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal Law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student or former student records.

Massachusetts College of Art accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to student educational records nor will the institution disclose any information from students except to personnel within the institution, to officials of other institutions in which the student seeks to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the MassArt community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Registrar's, Business, Financial Aid, Admissions Offices, and the staff of the Offices of Student Affairs, and faculty within the limitations of their need to know as determined by the President of the College.

The institution must provide the Directory Information in accordance with the provisions of the act. Directory Information is defined as follows: student name, address, telephone number, place of birth, major field of study, dates of attendance, degrees and awards received, most recent previous educational agency or institution attended by the student, participation in the officially recognized activities and sports, and weight and height of members of the athletic teams. Students may withhold Directory Information during Fall registration by simply checking off the appropriate box in the registration form. Once a student agrees to release Directory Information, the College must disseminate this information to anyone who requests it. Request for non-disclosure will be honored by the institution for only one academic year; therefore authorization to withhold Directory Information must be filed annually during the registration period.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files. In addition, the college will provide an explanation of the records. The Vice President of Student Affairs at Massachusetts College of Art has been designated by the institution to coordinate the inspection and review procedures for student education records which include admissions, personal, academic, and financial files, and academic, cooperative education, and placement records. Students wishing to review their education records must make written requests to the Registrar. Only records covered by the Act will be made available within forty-five days of the request. These copies would be made at the students' expense at prevailing rates.

Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, (or honors to which they have waived their rights of inspection and review;) or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may challenge these records by first discussing their problems informally with the Director of the office that maintains the records. If the Director's decision is in agreement with the student's requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended and they have the right to a formal hearing.

Student requests for a formal hearing must be made in writing to the Vice President of Student Affairs, who is the hearing officer, will within ten days after receiving such requests, will inform students of the date, place, and the time of the hearings. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing panels which will adjudicate such challenges will be the Vice President of Student Affairs, or designee, and Vice President of Administration and Finance, or designee.

Decisions of the hearing panels will be final and will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels. If the decisions are unsatisfactory to the students, the students will be notified that they may place, with the education records, statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed

in the education records, maintained as part of the permanent records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, "assistance" from the President of the institution to aid them in filing complaints with The Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Room 4074, Switzer Building, Washington, D.C. 20202.

Revisions and clarifications will be published as experience with the law and institution's policy warrants, and this policy statement will be published annually by the College in the Student Handbook.

The College maintains a system for the destruction of non-academic records, but once students have requested access to their education records, such student records cannot be destroyed until inspection and review have been provided.

All institutions subject to the provisions of the Act are required to maintain records of requests and disclosures of personally identifiable information. The records of request, whether granted or not, shall include the names and addresses of the person(s) who requested the information and their legitimate interests in the information. Records of requests and disclosures need not be maintained for:

- a. those requests made by students for their own use.
- b. those disclosures made in response to written requests from students.
- c. those made by school officials.
- d. those specified as Directory Information.

The records of disclosures and requests for disclosures are considered a part of the students' education records; therefore, they must be retained as long as the education records to which they refer are retained by the institutions.

The records of requests and disclosures must be maintained in a form which permits students, responsible institutional officials, and Federal auditors to inspect them.

STUDIO SPACES

A selected number of studio spaces may be assigned by the Department Chairpersons to Sophomore, Junior and Senior students majoring in Fine Arts 2D, Design, and Media and Performing Arts. Students who are assigned spaces must sign contracts with the Undergraduate Dean at the beginning of the Fall semester. All studio spaces must be vacated at the end of the academic year. Any student found in violation of this provision may be subject to both academic and disciplinary action,

SUMMER STUDIO SPACE

Undergraduate students may sign up for summer studios on a space available basis in their major department. Students must register and make all contractual arrangements through the Program of Continuing Education.

TRANSCRIPT REQUESTS

Any student who requires a copy of their transcript may request one from the Registrar's Office. All transcript requests must include the student's name, former

name (if any), ID#, dates of attendance, and signature. There is a charge of \$2.00 for each official transcript, \$1.00 for each unofficial transcript. All payments must be by check or money order payable to the Massachusetts College of Art.

Transcripts should be requested well in advance, as it can take between five and ten working days to process transcript requests. Every effort will be made to process requests more quickly than this, however, no transcript can be obtained the day of the request.

Transcripts will not be released if a hold exists on the student's records.

TRANSFER CREDIT

Students accepted to the Massachusetts College of Art are placed in studio courses on the strength of their portfolio. The number of transferable credits will not necessarily determine a student's class level.

A maximum of 78 transfer credits can be accepted: 45 in the studio area and 33 in Critical Studies. Grades for acceptable transfer credit must be of grade C or higher. Only courses taken at accredited schools will be considered for transfer credit. Acceptance of studio credits from non-accredited institutions will be determined at the time of portfolio reviews by the department the student is entering. Community College I and II are non-transferable.

All academic courses are evaluated by the Critical Studies Department Chair or designee. No more than 33 Critical Studies credits may be accepted; however, unused Critical Studies credits up to 33 may be used for electives. Transfer credit will be commensurate with the level the student has reached at the previous college. Transfer credit limits in Critical Studies are as follows:

Completion of Freshman year:	15 credits
Completion of 3 semesters:	18 credits
Completion of 4 semesters:	24 credits
Completion of 5 semesters:	27 credits
Completion of 3 or more years:	33 credits

Under certain circumstances this policy may be waived by the department Chair. When this aspect of the policy is invoked, the Undergraduate Dean must be informed.

Students must receive a grade of at least a C or better in courses acceptable for transfer. Courses taken through the College's Continuing Education Program, prior to admission are subject to the above transfer credit review and restrictions.

The assessment of transfer credits must be completed within the student's first academic year at Massachusetts College of Art. Students will be notified by the Director of Academic Advising and Off Campus Programs (by July 30th) of deadlines and transfer credit procedures. The Director of Academic Advising coordinates the transfer of credit evaluation and includes acceptable and applicable (studio) electives. Any courses a student wishes to transfer that do not clearly fall into either Critical Studies or Studio will be reviewed by the Director of Academic Advising.

Enrolled students who wish to take courses at other institutions of through the Program of Continuing Education as part of their degree program must gain prior approval from the appropriate department chairperson.

College Board Advanced Placement Program

A student who has received a score of 4 or 5 in the Advanced Placement examination may receive transfer credit for an appropriate course. A score of 3 exempts the student from an equivalent course but does not grant credit; students must take another course in that area to fulfill distribution requirements.

Portfolio Credit

Portfolio credits may be granted for exceptional experience outside the classroom as evidenced by portfolio or resume. Credits are evaluated and approved by faculty

advisor, department Chair, and the Director of Academic Advising and Off Campus Programs. The maximum number of portfolio credits accepted is fifteen (15). Portfolio credit is included in the 78 transfer credit maximum.

Assessment of portfolio/resume credits must be completed within the student's first academic year following admission. This is in accordance with the school's policy on the assessment of transfer credits. Students will be notified by the Director of Academic Advising and off-campus programs by July 30th of deadlines and transfer credit procedures.

TUTORIAL PROGRAM

Tutorial assistance is available to all students. The Critical Studies Department offers counseling and instruction in the areas of reading, writing, and English as a Second Language, as they relate to both academic and studio courses. Students may be referred by an instructor or may seek help on their own. Tutorial aid can be short-term or long-term. Faculty members and students serve as tutors. For more information, contact the Critical Studies Office.

Special tutorial help is available from the Aid for Individual Development (A.I.D.), funded through the Multi-Cultural Affairs Office.

VISITING ARTISTS

Non-faculty professional artists, designers, educators and scholars continually visit the College to lecture and lead workshops and seminars, and to work on campus for extended residencies. They are invited by the Visiting Artists Program, Student Government Association, individual academic departments, and other campus organizations. Announcements of visiting artists are made in the Newsletter and by faculty in the individual departments, as well as through local media.

WITHDRAWAL

Students who wish to withdraw permanently from the college must complete an official withdrawal form obtained from the Registrar's Office, including obtaining the signature of the Undergraduate Dean. Students who are not registered and did not complete a leave of absence form by the end of the add/drop period are considered to have withdrawn from the college. **ALL STUDENTS WHO HAVE WITHDRAWN FROM THE COLLEGE MUST REAPPLY THROUGH THE ADMISSIONS OFFICE.**

Refunds, if any are calculated based on the College's refund policy. No refund will be issued until all obligations to the College have been fulfilled.

ADMINISTRATION AND FINANCE

CANCELLATION ANNOUNCEMENTS

Cancellation of classes due to inclement weather is announced on the following radio stations WBZ, WRKO, WHDH, WBUR, WMRQ, and WBCN.

DEBTS

Students or former students who are listed by the Business Office as having unpaid debts for tuition, room, board, medical or other College related charges will not

(1) be issued a diploma to which said students might otherwise be entitled; (2) be furnished a certified copy of their transcript (unless said transcript is needed to obtain any benefits related to service in the United States Armed Forces). Said students will be entitled, upon written request, to inspect and review uncertified copies of their transcripts.

ESCORT/SHUTTLE SERVICE

The Public Safety Department operates a regular Campus Shuttle Service Monday through Friday during evening hours. The Shuttle begins at 6pm and continues until 1am each evening.

The Campus Shuttle, in addition to making stops at Tower and Longwood Buildings, will also stop at the T stop in Kenmore Square at least once an hour. A schedule of all Shuttle stops will be developed at the beginning of each semester and posted throughout the Campus. ON SATURDAYS AND SUNDAYS STUDENTS MUST CALL PUBLIC SAFETY HEADQUARTERS AT EXT. 500 FOR ESCORTS.

FINANCIAL AID

The Student Financial Assistance Program of the Massachusetts College of Art is committed to insuring that students receive all of the financial assistance they are entitled to.

Each year, between 50-60% of our students receive close to \$2,000,000 in federal, state and private financial assistance.

For additional information concerning application or eligibility procedures, please refer to the more detailed Financial Aid Booklet available in the Tower Building, Room 803, or contact our Financial Aid Office by calling Ext. 300.

GUARANTEED STUDENT LOANS

Guaranteed Student Loan recipients must have a loan approval form on file in order to have tuition and fees deferred until loan checks are received. Students who

have not received final loan approval will be required to pay the bill in full and will be reimbursed when the Guaranteed Student Loan has been processed.

According to government regulations, all student loans will be made payable to both the student and the College. Students will be required to endorse checks over to the College for processing. All loan checks are processed through the College's main checking account and the refund checks are normally available each Friday provided that checks have been properly endorsed. Please note that government regulations also indicate that these checks may not be processed until the first day of the semester in order for the College to comply with enrollment verification guidelines.

I.D. CARDS

Student I.D. cards are issued by the Public Safety Department and should be carried at all times. These cards are necessary for admission to buildings and parking and are useful in obtaining student discounts from many Boston businesses and institutions. Loss should be reported and arrangements made for replacement. There is a \$5.00 fee for replacement of I.D.'s.

LOST AND FOUND

This department is in the Office of Public Safety in the Gym Building. The College cannot assume responsibility for loss or damage to personal property left unattended or stored on campus. All students are urged to bring valuables home daily.

PARKING

Parking for students is located in the Mass Art lot on Huntington Avenue (across from the Tower Building, behind the Wentworth College buildings). Students must obtain books of coupons which are available at the Pilgrim Parking Booth at the Longwood Building, 364 Brookline Avenue, Monday to Friday, 8:30am to 5pm. Parking is very limited and is on a first come, first serve basis.

Student parking during the day is available on a limited basis in the Longwood lot; students with coupons may use the Longwood lot. Longwood coupons may also be purchased at the Pilgrim Parking Booth at the Longwood Building.

In case of special requirements for parking, contact the Director of Public Safety and Auxiliary Services.

PUBLIC SAFETY

The Office of Public Safety seeks to provide the College community with a safe and secure environment. It operates a security radio network with all officers patrolling the campus to assure a rapid response to any incident. Entrances to the campus are staffed by security officers and checked periodically by patrolling campus police officers. The Office of Public Safety takes an active role in various crime

prevention programs which are available to all students, faculty, and staff. Red Emergency Phones are located throughout the campus to assist you in an emergency. Also provided for the safety of the College community is an escort service, available to everyone during the evening hours of the College. For more information about the escort service or to request an escort, dial Ext. 501 (see section on Escort/Shuttle Service).

PUBLIC SPACE USAGE

Students may schedule, at no charge, use of the Tower Auditorium and surrounding facilities for personal projects leading toward academic credit. Safe and respectful treatment of the facility is required and students should remember that facilities are tightly scheduled at times during the year. To reserve space call the Director of Public Space at Ext. 355. Students may "sponsor" programs from outside the College only with the cooperation of offices such as the Office of Student Affairs or the department that their concentration is in. In these cases, however, all costs must be absorbed by the student, the department, or the outside group or organization. A representative from the co-sponsored office must oversee the program.

Exhibitions in hallways and corridors are scheduled to avoid conflicts, to insure health and safety, and in highly visible areas, to maintain standards of excellence. Each department has been allocated a corridor near its own studios for the display of provocative, exploratory or developmental work. While health and safety regulations must be followed at all times, departmental chairpersons and appropriate faculty members set aesthetic standards for public, departmental exhibitions areas.

REFUND POLICIES

New Students, Freshmen, and Transfers

The following policy has been adopted for the refund of tuition and fees for all new students, Freshmen, returning students, and students returning from a withdrawal or leave of absence from the College. Effective date: Fall 1989 semester.

For all new students, there is a \$50.00 non-refundable tuition deposit (policy adopted 8/3/82). Such deposit shall be credited to the students' first semester tuition charges.

Commencement Fee Refund Policy:

Students who leave the College prior to their graduation can receive a refund of their Commencement Fee simply by filling out a Withdrawal Form. If this is not done within one semester after their absence from the College, the monies will remain in the Commencement Account and be expended for Commencement activities.

The LEAVE OF ABSENCE/WITHDRAWAL FORM is available in the Registrar's Office and must be signed by the Undergraduate Dean. The date that the Undergraduate Dean signs the Leave of Absence/Withdrawal form is the effective date for determining refunds (See Leave of Absence and/or Withdrawal).

Medical Leave:

If a student has a medical, psychological or emotional crisis that would force

him/her to withdraw from college and thereby not complete their course work, that student shall not forfeit Student Fee monies. In the event of such an occurrence, the student will receive a credit to be used within two semesters after the leave. A written statement from an appropriate medical or psychiatric staff person must be sent to the Vice President of Student Affairs to certify this request for Student Fee credit.

It is the student's responsibility to comply with the College policy on the LEAVE OF ABSENCE/WITHDRAWAL procedure.

A student who has withdrawn from the Massachusetts College of Art, due to a medical, psychological or emotions reason, and in accordance with the College's policy and procedures on Leave of Absence/Withdrawal shall receive credit for fees paid in accordance with the following policy:

- no credit for the Mandatory Health Insurance fee
- prorated credit for the Dormitory Residence Fee in accordance with Dormitory Policies
- prorated credit for the Dormitory Dining Hall Fee in accordance with Dormitory Policies
- credit for all other fees

This fee credit must be used within two semesters following the approved leave. A written statement from the College's medical and psychiatric staff must be forwarded to the Vice President of Student Affairs in certifying a request for fee credit.

RESIDENCY FOR TUITION PURPOSES

Massachusetts College of Art differentiates between tuition charges for residents of the Commonwealth and those who are residents of other states or countries. One continuous year of in-state residency is required for eligibility for in-state tuition billing status. The residency appeal process requires documentation in the form of residency of parent/student within Massachusetts, state tax payment, permanent employment in the state, motor vehicle registration, voting registration, etc. For Residency appeal forms and information, see Kenneth Berryhill, Director of Financial Aid.

SAFETY IN STUDIO AREAS

Toxic materials, toxic vapors and gasses, and dangerous machinery are among the potential health hazards encountered by the studio artist. Students and faculty are urged to (1) familiarize themselves with possible health hazards in the areas in which they are working, and (2) utilize all available techniques and equipment to minimize hazards. In some areas the use of respirators or safety goggles is a requirement at the College.

Pregnant women, persons with respiratory problems, and persons placed under physical restrictions by their physician must make their condition known to the instructor as soon as the course begins. Instructors with students in the above-named conditions must discuss each case with the College's Nurse. In some cases, the College may insist that a student withdraw from a course.

Occupational hazards technology is rapidly growing and changing. Students

and faculty with information, ideas, and concerns, or even just worries are urged to contact the College's Committee on Health and Safety by calling the Director of Public Safety at Ext. 499.

SCHOOL STORE/CHARRETTE'S

The "Mass Art Store" is the bookstore, art, photo, and reproduction center. It offers a complete line of professional art supplies and college materials. The store is located on the 1ST floor of the Kennedy Building. The telephone number is 731-4378.

SOLICITATION POLICY

A. Non-Commercial Solicitation

The primary concern of the college is fostering of education and study. As one aspect of the process, the college encourages participation by students, faculty and staff in matters of public interest. This policy exists with three objectives in mind. The first is to allow the college to continue its normal educational functions without undue interruption. The second is to enable outside groups equitable and reasonable opportunity to solicit on campus. The third is to protect the individual rights of college community members, such as the rights of privacy and personal security. It is with these considerations in mind that the college promulgates the following policy.

Non-commercial solicitation shall be defined as activity which does not promote or tend to promote the sale of goods or services, or the exchange of money. Examples of non-commercial solicitation include voter registration, distribution of free literature, and the enlistment of volunteers for non-profit organizations.

STATEMENT OF POLICY

1. Location of Solicitation

a. Public Areas

Public areas are those areas generally open to the public (including parking lots) which do not serve a specified educational, administrative, research, health, residential, dining, athletic, or recreational purpose. Public areas are open to non-commercial solicitation and shall include the following: the corridor of the ground floor of Longwood (between the two doors leading upstairs); the first floor of the North building (between the two exit doors); the ground floor of the Tower adjacent to the entrance of the auditorium; the ground floor foyer of the Kennedy Building; and the first floor foyer of the Administration Building.

Public areas are open to all forms of non-commercial solicitation during the normal operating hours of the college. All persons or organizations who wish to engage in non-commercial solicitation are nonetheless required to follow the approval process outlined below.

2. Approval Process

All persons, whether students or non-students, who wish to engage in non-commercial solicitation must first register and obtain written approval from the appropriate college office (as designated below).

Any person engaging in solicitation must display a college permit at all times.

Non-commercial solicitation activities are presumed permissible and approval will be granted therefore unless, in the considered judgment of Director of Public Space, such activities are likely to cause undue disruption of the essential operations of the college or to infringe significantly upon the rights of the college community members, such as the rights of privacy and personal security. The following procedures must be followed in order to obtain approval for a non-commercial solicitation activity:

- a. Each person or organization seeking to reserve these designated spaces for non-commercial solicitation must appear at the College Office of Public Space to complete a college solicitation registration and approval form no later than 72 hours in advance of the proposed activity.
- b. Each person or organization seeking to engage in outdoor (i.e., patio areas) non-commercial solicitation must complete a college Solicitation Registration form at the Office of Public Space in advance of the proposed activity. The college administrative official charged with rendering a decision upon all requests shall either approve or disapprove the request within 48 hours prior to the date of the proposed activity.

The following procedure must be followed to appeal a denial of a non-commercial solicitation request:

- a. The unsuccessful applicant must appeal to the Vice President of Student Affairs within 24 hours of notice of the denial of the request.
- b. The appeals officer will respond within two business days of the appeal.
Note: Emergency exceptions to the time limitations above may be made upon a showing of good cause.

3. Sanctions

Instances of alleged noncompliance with the college non-commercial solicitation policy may be the subject of a complaint by any member of the college community. Such complaint shall be registered within five (5) business days of the alleged infraction with the appropriate Vice President. The alleged violator(s) shall receive notice of the complaint and shall be given an opportunity to be heard as specified below.

Complaints relative to students believed to be in violation of the college non-commercial solicitation policy will be referred by the Office of the Vice President of Student Affairs to the judicial process as outlined in the Student Handbook.

TELEPHONES

Pay phones are located in all buildings. Messages incoming through the College switchboard will be taken for individual students in emergencies only.

TRANSPORTATION

The Tower, North, Collins, and Gym Buildings are serviced by the "E" Brigham Circle/Huntington Avenue cars of the Green Line, letting off Passengers at the corner of Longwood and Huntington Avenues. A bus going to Copley Square via Huntington Avenue stops to pick up passengers next to the Huntington Avenue parking lot. The Longwood Building can also be reached by taking either of the buses which travel on Brookline Avenue: the Chestnut Hill bus (between Kenmore and Chestnut Hill Station via Brookline Village) or the Brighton Center bus (between Kenmore and Brighton Center via Brookline Village). The MBTA information line is 722-3200.

STUDENT AFFAIRS

ALCOHOLIC BEVERAGES REGULATIONS

I. PREAMBLE: POLICY PRINCIPLES

Massachusetts College of Art is a community dedicated to the academic and personal development of its members, and committed to educational and social programs promoting these ends.

The College recognizes that the use of alcohol in the local community and the larger society can present serious problems, including harm to users and non-users and the encroachment upon values and rights considered fundamental to educational development and personal well-being.

The College affirms that fundamental responsibility for personal behavior associated with the use of alcohol rests with the individual; however, the College will provide constructive leadership in delineating the rights of community members and protecting these from violation. In addition, the College will maintain and strictly enforce rules and regulations deemed appropriate and necessary to preserving conditions essential to academic and personal well-being.

The College expects faculty, staff and administrators to be positive role models for students through their own responsible use or non-use of alcohol.

The principal aims of College policy concerning the use of alcoholic beverages on campus include:

- Balanced support for activities and programs for those who, by law or by choice, do not use alcoholic beverages.

- Formulation and enforcement of regulations for social events and individual conduct, encouraging responsible, moderate and safe use of alcoholic beverages; reducing pressures on those who do not wish to use alcohol in social settings; providing for discipline of those whose use of alcohol is associated with infringements of the rights of other community members.

- Provision for information, educational programs and counseling services to support community interests and values affected by social and individual use of alcohol, to minimize problems associated with alcohol use, and to assist all students in pursuing their goals for educational personal development.

- Provide opportunity for community-wide participation in the formulation, dissemination, and enforcement of regulations.

II. LAWS

A. CITY OF BOSTON

No person shall drink any alcoholic beverages as defined in Chapter 138, Section 1, of the Massachusetts General Laws while on, in or upon any public way or upon any way to which the public has a right of access, or any place to which members of the public have access as invitees or licensee, park or playground, or private land or place without consent of the owner or person in control thereof. All alcoholic beverages being used in violation of the By-Law shall be seized and safely held until final adjudication of the charge against the person or persons arrested or summoned before the court, at which time they shall be returned to the person entitled to lawful possession. Approval by the Attorney General, July 15, 1974, Published July 22, 23, 24, 1974.

B. LAWS OF THE COMMONWEALTH

The following statements are derived from the laws of the Commonwealth restricting the procurement and sales of alcoholic beverages:

1. No person or group may sell alcoholic beverages without an appropriate license granted by the Commonwealth through the City of Boston.
2. No person shall disturb the peace in any place while intoxicated.
3. No person shall drive a motor vehicle while under the influence of alcoholic beverages.
4. No person or group shall otherwise procure or purchase alcoholic beverages for purpose of consumption by a person under twenty-one (21) years old unless the acquiring person is the spouse, parent, or guardian of the person under twenty-one (21).
5. A person under twenty-one (21) years of age shall not use the liquor identification card of another, or alter or deface such a card, and shall not knowingly transport or carry on his/her person any alcoholic beverages, unless accompanied by a spouse, parent or guardian.
6. No person shall be served alcohol without the appropriate I.D., that being a valid state driver's license or a Liquor Purchase I.D. Card.

According to the Massachusetts General Laws Amended, Chapter 138, Section 34A or the Liquor Control Act, any person under twenty-one (21) years:

- who purchases alcoholic beverages
- who procures alcoholic beverages in any way

- who willfully misrepresents his or her age
- who alters
- who defaces
- who falsifies his or her identification with intent to purchase alcoholic beverages shall be punished by fine up to \$300.00

C. OUTLINE OF THE NEW DRINKING DRIVER LAW

1. Operating under the Influence - 1st offense.
 - fine of not less than \$100, not more than \$1,000 or
 - imprisonment of not more than 2 years or
 - both
 - up to 1 year loss of license

If there is no serious personal injury the court may choose the following option:

- (a) Driver Alcohol Education Program (DAEP)
 - \$400 cost with \$200 for program and \$200 to a special fund for the support of programs "for the apprehension, treatment and rehabilitation..." of DWI's.
- (b) Thirty day loss of license (suspended, may be held at court house.
- (c) Alternatives: Jail, inpatient treatment, minimum of 30 hours of community service work. (These are in addition to numbers (a) and (b).

2. Second Offense

Previously convicted or assigned to DAEP or rehabilitation programs by court within six years.

- fine of not less than \$300, not more than \$1,000 and
- Imprisonment for not less than 7 days, not more than 2 years.
- loss of license for 2 years (can reapply after 1 year) (may require community services) or
- can be placed on two years probation and participate not less than 14 days residential treatment program.

3. Third Subsequent Offense Within Six Years

- fine not less than \$500, not more than \$1,000 and imprisonment for not less than 60 days, not more than 2 years.
- five years loss of license (can reapply after two years)

4. Motor Vehicle Homicide

- imprisonment at state prison for not less than 2 1/2 years, not more than 10 years and
- fine of not more than \$5,000 or
- jail or house of correction for not less than 1 year, not more than 2 1/2 years and
- 10 years loss of license - minimum

III. GUIDELINES

(pertaining to sale, distribution, consumption of alcoholic beverages)

- A. When alcoholic beverages are served as part of a campus activity, food and non-alcoholic beverages must be available. Alcoholic beverages may not continue to be served if non-alcoholic beverages or food run out.
- B. Advertising for activities where alcoholic beverages are being served cannot place the emphasis on alcohol.
- C. All alcoholic beverages must be sold for an individually priced amount. Selling alcohol at "5 for \$1.00" or "2 for 1" is not permitted.
- D. No more than two (2) alcoholic beverages shall be sold and/or served to a patron at one time.
- E. The serving of alcoholic beverages at campus sponsored activities must stop one hour before the close of the activity.
- F. It will be the responsibility of the licensee (individual or group) sponsoring the activity to properly assure that participants are of legal age. Proper identification includes a Massachusetts College of Art I.D., picture Driver's License, ABC card or any combination of the three.
- G. Individuals, organizations or groups sponsoring activities where alcohol is served shall abide by all regulations and ordinances established by the Commonwealth, City of Boston and the Boston Licensing Commission. In addition, no alcoholic beverages are to be offered for sale on College property without having obtained permission to do so from that sponsoring individuals organization and from the Division Vice-President for that organization.
- H. The sponsoring individual or group is responsible, and will be held accountable for carrying out the policies.
- I. No social event shall include as part of the activities any form of "drinking" contests.
- J. Institutionally approved security personnel may be required to be present at alcohol related activities.

- K. No alcoholic beverages may be served in conjunction with events where the distribution to persons of legal drinking age cannot be controlled
- L. Alcoholic beverages may not be provided without charge or given away at any activity held on College property unless permission to do so has first been obtained from the sponsoring organization and from the Division Vice-President for that organization.
- M. Alcoholic beverages are not permitted to be offered as prizes.
- N. Open alcoholic beverage containers are not permitted to be brought into buses and vans which have been rented by College recognized clubs and organizations for the purpose of transporting participants to and from off-campus events. Additionally, open containers, including, but not limited to bottles, cans, cups, mugs, pitchers, and pouches, of alcoholic beverages or previously opened containers (seal broken) or alcoholic beverages are prohibited from all College buildings and groups except from areas designated by the College.
- O. Consumption of any alcoholic beverage will be limited to the following campus locations only: Trustee Room, Cafeteria, Galleries, Courtyard, Student Center, Photography Gallery (Longwood Basement), (outside areas at Longwood may be requested for Special Receptions through the Senior Vice-President of Academic Affairs and the Director of Public Safety), and Conference Rooms. Consumption of alcoholic beverages in any other campus location, other than those listed in this section, is strictly prohibited.
- P. Appropriate request forms and procedures for events will be developed by the Vice President of Student Affairs or his designee. These forms will be available in his office. Alcoholic beverages shall not be offered or consumed by an individual on the Massachusetts College of Art campus except in the accordance with these regulations and for special events or functions when approved by the Vice President of Student Affairs (or his/her designee).
- Q. No outside announcements will be made without the express approval of the Vice President of Student Affairs.

V. ENFORCEMENT

- A. All violators of these regulations will be subject to disciplinary action.
- B. Intoxicated persons, anywhere in College buildings or on College grounds, shall be subject to police intervention including protective custody, arrest if warranted, or other appropriate action.
- C. The officers of an organization granted a license to sell or otherwise dispense alcoholic beverages at a group function shall be responsible for

implementing the alcoholic beverage regulations and shall comply with any additional requirements imposed by the Vice President of Student Affairs. An organization which does not properly supervise conduct in the area of the function may have its alcoholic beverage privileges suspended and the officers of said organization shall be subject to College disciplinary procedures and/or legal action.

- D. In the event of any situation which endangers persons or property or disrupts academic, administrative, or other related support activities, the College may temporarily prohibit the use of possessions of alcoholic beverages in College buildings or on College grounds.

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VI. ALCOHOL ABUSE COUNSELING

When deemed appropriate, the Vice President of Student Affairs shall have the option of referring a student, who agrees, to alcohol abuse counseling/education or Alcoholics Anonymous for assistance.

VII. POLICY REVIEW

- A. The responsibility for the formulation and implementation of future alcoholic beverage policies and regulations, including those governing the management of any club, bar or restaurant on campus which shall offer alcoholic beverage for sale and use, shall rest with the Student Affairs Committee, whose recommendation, as usual, shall be forwarded through the appropriate governance procedures of the College. All matters involving student personnel policies and regulations, rest in the ultimate authority of the President and Trustees of the College.
- B. The Massachusetts College of Art's Alcohol Policy/Regulations are subject to review and revision in response to any issues or problems which may develop.

CAREER RESOURCES

One of the vital services of the Career Resources Office is the provision of career guidance and job opportunities to students, beginning in the Freshman year and continuing even after graduation. These jobs include the opportunity to learn skills and still make money using experiential education opportunities offered to you during your school career by our Internship program and off-campus workstudy. Please do not miss out on your chance to develop and gain experience in your field while in school. The focus of the Career Resources Office is to give you the know-how and skills to get or create the job you want. We encourage you to develop your portfolio and resume so that employers can assess you better. It is as important to use your creativity in job

hunting as it is in your art work.

Workshops are offered during the school year on resume writing, preparing a cover letter, portfolio preparation, interviewing techniques, finding grants, and in grant proposal writing.

Career seminars are presented each semester for students and interested alumni. These seminars are designed to cover areas such as artist colonies, grantsmanship, galleries, the legal aspect of an artist's life, and to introduce the audience to the different careers open in areas of art and design such as computer graphics, painting, illustration, film and many more.

We encourage you to use the Office for part-time and freelance work; and for alumni, full-time jobs are available; and to establish a file with us with recommendations, etc., which will be available to you throughout your career.

If you are a junior, graduate, or alumnist interested in investigating the Fulbright scholarship for graduate study abroad, this is the place to talk about it. We also have listings of other available grants. Grantwriting assistance is available by appointment.

CHANNEL ONE

Channel One is located in the Student Affairs Office, K203. Channel One provides a visual communication/informational vehicle for the entire College Community; students, faculty, alumni and administration alike. Channel One publishes awards, events, exhibits and short communication as well as a weekly calendar of events and meetings relevant to MassArt.

During the academic year, September - May, the Channel One monitors are functioning on a daily basis. Information for Channel One should be sent to the Student Affairs Office (2nd Floor Kennedy Building), or the mailroom, (8th Floor, Tower Building). The deadline is Monday at 5pm for display the following Monday Afternoon. All submissions must include a contact name and phone number. For further information contact: Deborah McCarthy, Student Center, extension 511.

COUNSELING SERVICE

Students experience many changes and pressures related to college and may bring personal, family, and relational concerns with them to the academic setting. Counseling Services has a staff of clinicians, headed by a licensed psychologist, available to offer short term counseling at no charge. A daily emergency drop-in time is available for any crisis that needs immediate attention or when seeking a short and quick response to any mental health query. The staff can also assist in off-campus referrals for more lengthy treatment or consultation regarding medication. Throughout the academic year, Counseling Services sponsors workshops related to mental health concerns and overall emotional wellness, and are available to provide same for any college related group or class, upon request.

Counseling Services maintains a strict policy of confidentiality and informed consent so that students may be assured of complete privacy in their relationship to the counseling staff, including record keeping.

Counseling Services is located on the second floor of the Kennedy Building. Appointments may be made in person or by calling the office. Normally, a student is able to be seen initially within the week.

GRIEVANCE PROCEDURE FOR STUDENTS

1. If an issue should arise in which a student believes that he/she has a genuine grievance, the student will make every attempt to resolve the differences existing with the appropriate parties or individuals.
2. In the case that the grievance is based on the action of a particular individual and resolution has not occurred in step one, the student will arrange to meet with that individual's immediate supervisor who will, using his/her best judgment, attempt resolution.
3. Failing agreement at this level, the student will articulate his/her grievance to the appropriate Vice President or his/her designee responsible for the area under consideration. The Vice President will meet with the student and other concerned parties in order to insure a proper hearing of all the facts being debated and may, in due course, propose or effectuate a remedy.
4. If, for any reason, an impasse occurs and satisfaction has not been obtained, the student may proceed with step four of the grievance procedure in which the grievance, presented in writing -- which may include a proposed solution -- will be forwarded to the President of the College with all documents, testimony and other relevant information where a decision will be rendered.
5. If the student believes the grievance relates to issues of affirmative action, sexual harassment, racism and the College's related affirmative action policies, he/she may contact the Director of Affirmative Action. All information will be kept confidential unless the student decides otherwise.

HAZING

The Commonwealth of Massachusetts has passed the following Act prohibiting the practice of hazing:

"Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Chapter 269 of the General Laws is hereby amended by adding the following three sections: -

Section 17. Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or

forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

Section 19. Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledgee or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the Board of Regents of Higher Education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and in the case of secondary schools, the Board of Education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report."

HEALTH AND ACCIDENT INSURANCE

For the 1990-91 Academic Year our student health insurance will be provided through Sedgewick James of New England, Inc. By new state law this policy is mandatory by hard waiver. This means that all students in the Bachelor of Fine Arts, Master of Fine Arts, Master of Science in Art Education, and the Art Education Certificate programs are required to take this insurance unless they have existing coverage. In that case you will be required to provide the College with specific information. This waiver card will be mailed out with your tuition bill.

For more information consult with the College Health Office, 2nd Floor, Kennedy Building, extension 364.

HEALTH AND FITNESS CENTER

The Nautilus Health Fitness Center, located in the basement of the Kennedy Building, features thirteen Nautilus machines, an exercycle, a Nordic Trac, a small assortment of free weights, mats, a weighted jump rope and trained staff to help the novice user. The facilities are free to the Mass Art Community. The operating hours will be posted at the beginning of each semester in the College Newsletter.

HEALTH OFFICE REQUIREMENTS

The State of Massachusetts Department of Public Health mandates that all full time and part-time students (part-time being defined as (9) credits or more) who plan to enroll in the undergraduate, graduate or certificate programs submit a record of their immunizations. This also applies to students enrolling with "special student" status as well as International and/or exchange students. This record of Immunizations is to be submitted to the Student Health Office before registration is allowed.

The law defines the criteria of satisfactory immunization and requires that students be re-immunized as needed to meet this criteria. The Massachusetts College of Art further requires that all students submit a self-reported health history form. This is essential to the delivery of quality health care while you are a student in the MassArt Community.

Both the immunization and the self-reported health history forms are requirements of registration, meaning that no student will be allowed to register until this material has been received by the College Health Office. Necessary information and forms will be mailed to you in advance of registration and the start of classes.

HEALTH SERVICES FOR STUDENTS

College life can be physically and emotionally demanding as well as intellectually stimulating. Students having physical problems or health maintenance needs are encouraged to visit the College Health Office. All such consultations are confidential.

Basic medical care including physical exams, management of acute illnesses, gynecological services and basic laboratory procedures are provided.

The College Health Office is located on the 2nd Floor of the Kennedy Building and it is staffed by an A.N.A. Certified Nurse Practitioner. A Physician is available by appointment one day a week. Medical coverage will be provided by Patricia Downs of Rees Medical, a group practice located on Beacon Street in Brookline. They are located 1 mile from Mass Art. In addition to providing 3 hours of direct care on Campus each week, they will be available for sudden illnesses/accidents. This coverage includes weekends, vacations and summers. The phone number for Rees Medical Associates is 232-2603.

HOUSING

The Office of Student Affairs operates and administers housing facilities on campus at the Walter Smith Residence Hall. Approximately 100 students live in this newly-renovated residence hall which features suite-style rooms; 24 hour security coverage; art work space; and a trained, live-in staff consisting of Resident Assistants, Artists-in-Residence, and the Residence Director, who are available to provide support and services for students. (Please refer to the Residence Hall Policy Handbook for further information.)

The Office of Student Affairs also assists students in locating suitable off-campus housing and compatible roommates. A bulletin board listing available apartments, room, studios, and students in need of roommates will be located on the 2nd Floor, Kennedy Building. In addition, the Office of Student Affairs publishes an off-campus

booklet which describes area neighborhoods, lease agreements, budgeting, furnishing, transportation and temporary housing. The Office of Housing is located on the 1st Floor of the Walter Smith Residence Hall.

INTERNSHIPS

This program provides students with practical opportunities in their respective fields of study, usually involving an exchange of 10-20 hours of relevant work experience per week for 3-6 academic credits. Internships give students the opportunity to exercise their talents and learn how their skills will connect with the current realities of the job market.

Listings of available internship placements are located in the Office of Career Resources, where the Internship Coordinator will assist you in finding an internship and coordinating your progress with the employer or host organization.

Internships are available to full-time Mass Art students from the Sophomore year on, subject to departmental approval.

Information regarding the internship policy, procedures, and registration forms are available in the Office of Career Resources, 2nd Floor, Kennedy Building.

LOCKERS

Lockers are located in all areas of the College. New matriculating, full or part-time students may sign up for a locker for their first academic year only in the Student Affairs Office, 2nd Floor, Kennedy Building. These lockers will be located in the basement of the Kennedy Building. For upperclassmen, lockers can be obtained from the Chairperson of the Department in which you are enrolled. Students must provide their own padlocks.

All lockers must be vacated at the end of the academic year.

MAILBOXES

Every full-time, part-time, and graduate student will be assigned, alphabetically, a mailbox located in the Cafeteria on the first floor of the Kennedy Building at the beginning of each semester. Check mailboxes frequently for in-house communications. Massachusetts College of Art will not assume responsibility for delivery of outside mail to student mailboxes. If you do not have a mailbox, or an error has been made with your name, contact the Office of Student Affairs, 2nd Floor, Kennedy Building.

MISCONDUCT

Students of the Massachusetts College of Art have, commensurate with their rights, the responsibility and obligation to conduct themselves in a manner compatible with the missions and goals of a professional college of art and design. Certain classes of misconduct are universally recognized as being disruptive of the educational process. Committing one or more of the following offenses subjects the involved to the possibility of College disciplinary procedures:

- a. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College;
- b. Forgery, alteration, or misuse of College documents, records, or identification;
- c. Obstruction or disruption of teaching, research administration, disciplinary procedures, or other College activities;
- d. Verbal or physical abuse of any member of the College community or conduct which threatens or endangers the health or safety of any such person;
- e. Failure to comply with directions of College officials acting in the performance of their duties;
- f. Theft of or damage to College property or property of others while on College premises;
- g. Unauthorized entry to or use of College facilities, equipment or resources;
- h. Violation of the College's alcoholic beverages regulations;
- i. Manufacture, distribution or possession of illegal narcotics or drugs.
- j. Violation of the College's affirmative action policies including those on sexual harrassment, racism, aids, and disabilities.

SANCTIONS DEFINED

The College maintains the responsibility of levying penalties for behavior, defined above, which contributes to the disruption of the orderly course of education processes on the campus. These sanctions are defined below:

- a. **Admonishment:** an oral reprimand to the offender that College rules or regulations have been violated;
- b. **Warning:** notice to the offender, orally or in writing, that continuation or repetition of wrongful conduct, within a period of time stated in the warning, may be cause for more severe disciplinary action;
- c. **Disciplinary Probation:** written notice to the offender that his or her conduct is unacceptable and that he/she will be given the remainder of the term, or a specific period of time, on a probationary status, to demonstrate behavior acceptable to the College;
- d. **Suspension:** exclusion for a definite period of time from classes and other privileges or activities, as set forth in the notice of suspension;

- e. Expulsion or Dismissal: termination of status as a member of the College for an indefinite period. The conditions of readmission, if any are permitted, will be stated in the expulsion or dismissal letter;
- f. Restitution: reimbursement for damage to or misappropriation of property. Reimbursement may also take the form of appropriate service or repair.

SANCTION PROCEDURE

Adherence to the principle of due process of law is essential in the administration and levying of sanctions. In accordance with this principle, the two elements of basic fairness and clarity of procedure are the foundation for the reporting, investigation and deliberations resulting from alleged misconduct on the part of students at the College of Art. Following are the steps to be taken in the event that a violation of responsibilities occurs:

All cases of misconduct are referred to the Vice President of Student Affairs. The Vice President will make an investigation to determine the validity of the charges. Having done this, the Vice President will meet with the alleged violator in order to inform him/her of the charge(s) and evidence obtained and to offer the student an opportunity to be heard on his/her own behalf.

If the Vice President determines that the findings are against the student, he/she may, at his/her discretion, administer an ADMONISHMENT or WARNING. However, if the facts of the case are unclear or if the gravity of the offense merits a sanction of DISCIPLINARY PROBATION, SUSPENSION or DISMISSAL, the student will be informed that the case must be heard and evaluated by members of the Committee on Student Rights and Responsibilities.

The Committee will be composed of three senior faculty chosen by the President of the Faculty Federation; three administrators chosen by the President representing Student, academic and Administrative Affairs; and three students chosen by the Student Government Association. The Vice President for Student Affairs, while in attendance, is not a voting member. The Vice President will notify all involved parties of the time, place and nature of the proceedings. A quorum of five members must be present in order for proceedings to begin. The Vice President will explain the necessity for confidentiality and will present the facts of the case as they are known. Witnesses will be heard and evidence presented. The accused student will have the right to examine evidence or witnesses and will, in addition, have the right to call witnesses on his/her behalf. Upon completion of all presentations, the Committee will go into executive session and will render a majority judgment, based on the preponderance of evidence, as to the culpability of the accused student. If guilt is found, the Committee will then decide and vote on the level of sanction to be administered and will instruct the Vice President to so inform the student of their decision. The President of the College will retain the right to confirm or reverse the decision of the Committee. Further, the president has the right to temporarily suspend a student prior to a hearing if his/her continued presence may jeopardize the well-being of others. Within ten working days following the Committee's decision, the student has the right

of appeal to the Board of Trustees for a College decision of dismissal or suspension for longer than a period of two weeks.

If the Vice President of Student Affairs or the student believes the violation involves issues of affirmative action- either the Vice President of Student Affairs or the student should contact the Director of Affirmative Action so that the sanction procedure follows the Affirmative Action Complaint Procedures as outlined in this Handbook.

POSTING OF NOTICES

Bulletin boards have been provided throughout the campus for the posting of college notices, flyers, etc. All such notices must be posted on these locations ONLY.

Additionally, all notices should be dated with the date of event. This will facilitate the removal of the notice at the appropriate time. Any notice without a date will be removed.

It is hoped that this procedure will help in keeping the posted information current. Your cooperation is appreciated.

RECREATION

The Office of Student Activities offers a wide variety of recreational and educational activities during the Academic Year.

There are a number of students interested in recreational sports such as the basketball team, swimming, aerobics exercise, jazz and tap dancing, yoga, volleyball, frisbee, ice hockey, squash, soccer, softball. Other special activities have included Self-Defense and Rape Awareness Workshops. If you are interested in helping to develop, manage or play in any of these groups, or in proposing other sports programs, contact the Office of Student Activities, 2nd Floor, Kennedy Building.

RECREATIONAL AREAS FOR USE

The following spaces can be requested for use by students and faculty as well as from groups outside of the College: Racquetball/Squash Courts, Gymnasium, Ping-Pong Room, Volleyball, Performance Studio and Wrestling Room.

Students may sign up for these spaces in the Student Activities Office, 2nd Floor, Kennedy Building.

RIDE BOARD

The Ride Board, located on the 2nd Floor, Kennedy Building, displays a map of the United States. Areas are color coded coordinated with boxes where messages for rides needed or offered are put. If you are in need of a ride or willing to give someone a ride, this board is available for your use.

RIGHTS & RESPONSIBILITIES OF STUDENTS

The Massachusetts College of Art believes that an institutional framework must be provided that encourages debate and freedom of intellectual and creative endeavor. Academic freedom, in the fullest sense of the term, is indispensable to the purpose and existence of the College.

FREEDOM IN THE CLASSROOM - The College affirms the right of students to freedom of research, exploration of ideas, concepts and theories, as the right to their expression in the studio and classroom. It is the responsibility of the instructor in particular, but students as well, to ensure the courteous and unlimited exchange of ideas not only of the facts, but in the spirit of free inquiry. All students must be protected against prejudiced or capricious evaluation.

FREEDOM OF ASSOCIATION - Organizations or clubs may be established at the College of Art for any reason whether the purposes are political, economic, social or educational. Membership in all College related organizations will be open to any person in the College community who is willing to meet its stated aims and obligations. College interest in the existence and objectives of organizations within the college community includes the following matters:

SUPPORT AND MAINTENANCE - in affirming the right of free association on campus, the College assumes the responsibility to defend and uphold that right in the event that, for any reason, it seems threatened.

ASSOCIATIONAL IDENTIFICATION - As a general rule, the College will not require membership lists of an organization or club; it may, however, if deemed necessary to the welfare of the College, request the names and addresses of officers and/or members.

FREEDOM OF PUBLICATION - In keeping with the right of academic freedom, student press of individuals and organizations will be free of censorship and arbitrary college actions arising out of disapproval of editorial policy or content. Any publication of material that includes the College name, logo, or address must be approved by the appropriate area Vice President in advance of publication.

FREEDOM OF PROTEST - The College recognizes the right of the students to conduct peaceful demonstrations and protests that do not interfere with regular conduct of the College's business. Parties responsible for the planning of protests or demonstrations have the obligation to consult with the Vice President of Student Affairs prior to the implementation of such acts.

FREEDOM TO PARTICIPATE IN THE DECISION-MAKING PROCESS - As constituents of the academic community, students are free, individually and in groups, to express their views on institutional policy and on other matters germane to their individual or collective interests. In addition, the formal contract between the Board of Regents and the College faculty has express and definitive mechanisms designed to insure the full participation of all sectors of the College community on a representational basis.

FREEDOM OF PRIVACY - Respect will be given to the confidential relationship between

the College and its members by preserving the privacy of records relating to each person. For students, the right to confidentiality and access to records is guaranteed by Federal law under the Family Educational Rights and Privacy Act of 1974 and the Commonwealth's Fair Information Practices Act.

STUDENT ACTIVITIES

Each year, the Student Activities Office works with student groups on campus thus opening to the college campus a varied selection of interest groups, ranging from recreational sports, musical organizations, film, performance, concerts, parties, trips and others still to come.

The mission of this office is to coordinate comprehensive student activities, working with the Student Government Association and co-curricular programs which lead to an enriched campus educational environment and promote individual growth. Student participation in such programs provides practical experience as an extension and enhancement of academic courses, as well as a valuable base to promote a professional career. Here students are encouraged to test their talents, explore their goals and develop leadership, budget management and managerial skills. Students learn to work within the disciplines of time, budgets, varied points of view and compromises - and still produce fine programs.

The Student Activities Office serves as the information center for student activities. It offers a variety of services to students. The Director of Student Activities provides support, resources and advice to student programmers, advises Student Government Association groups on maintaining fiscal control of student organization accounts, while educating students in fiscal management and programming. The Student Activities Office also reserves recreational areas and college facilities for programs and the services necessary for these programs.

This office coordinates the Student Center, the Health/Fitness Center and the Student Life Gallery.

STUDENT AFFAIRS

The Office of Student Affairs is available to assist with all aspects of student life in the College and the community. The kinds of questions that are commonly discussed include health, personal, financial or family problems, career planning decisions, student activities and events, residency requirements. The Office of Student Affairs is established to assist students and to act as an advocate for students.

STUDENT CENTER

The Student Center (located on the 2nd Floor of the Kennedy Building) services the entire College Community. The Center features a Snack Bar, wide-screen TV with satellite Programming and VCR, a pool and ping pong table, video games, a selection of board games, and an Art Gallery. Throughout the Academic Year, the Center sponsors a variety of activities including video screenings, art gallery openings, theatrical presentations, game tournaments, scavenger hunts, and special interest parties and dances. The operating hours are posted at the beginning of each semester in the College

Newsletter. For further information on current activities in the Student Center, contact Deborah McCarthy, Coordinator of the Student Center.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is a self-governing organization that works hand in hand with the Vice President of Student Affairs to form a stable base for independent and strong leadership for students, by students. The student body selects SGA Officers through annual elections held during the first week in April. The SGA Officers are responsible for directing the everyday business of the SGA and organizing SGA Senate meetings. The SGA Senate meets once a week during the school year to discuss and act upon issues and problems that face the students at Mass Art.

The SGA Executive Council is made up of a Student Trustee, President, Vice President, Secretary and Treasurer. The SGA Senate is comprised of one Representative from each major concentration at the College and one Representative from each student-run committee or organization.

SGA REPRESENTATION

A-4 Gallery
Architecture
Art Education
Art History
Ceramics
Cartoonist Committee
Computer Arts Society
Core
Eventworks
Fashion
Fibers
Film
Film Society
G.A.L.A. (Gay and Lesbian Artists)
Glass
Graphic Design
Illustration
Industrial Design
International Students Committee
Men's Center
Metals
Newspaper
Painting
Performance Art Committee
Photo
Printmaking
Sculpture
S.I.M. (Studio for Interrelated Media)
Sound Performance

Spectrum
Video Association

Representatives are elected annually by the Department or group they represent. The SGA is a powerful organization capable of creating change and supporting ideas.

Students can also take part in the College-wide committees that set policy for the College. These committees are:

Academic Policies
Admissions and Retention
All College
Exhibitions
Library
Curriculum
Scholarship

If you want to become involved in the SGA or any of its activities, please leave a note in the Student Affairs Office (2nd Floor, Kennedy Building), drop by the SGA Office (2nd Floor, Kennedy Building), or leave a message on the answering machine, Ext. 389.

VISITORS

Visitors are welcome at all times to view exhibitions of the College. Those seeking meetings with administrative officers or faculty members should arrange appointments by writing or calling their appropriate office. Visitors to classrooms must gain prior permission from the instructor.

Those seeking a tour of the Campus should contact the Admissions Office to schedule an appointment at Ext. 375.

WORK-STUDY (OFF-CAMPUS)

Employment opportunities are offered to work-study eligible students through a Federally funded program and are administered by the Office of Career Resources, in collaboration with the Office of Financial Aid.

The program allows students the opportunity to gain experience in careers related to their elected field of study, while earning a reasonable hourly wage.

Listings of available positions may be found in the Office of Career Resources, 2nd Floor, Kennedy Building.

NOTE: This program is subject to funding.

